NATIONAL JUDGMENT NETWORK
www.NationalJudgment.Net

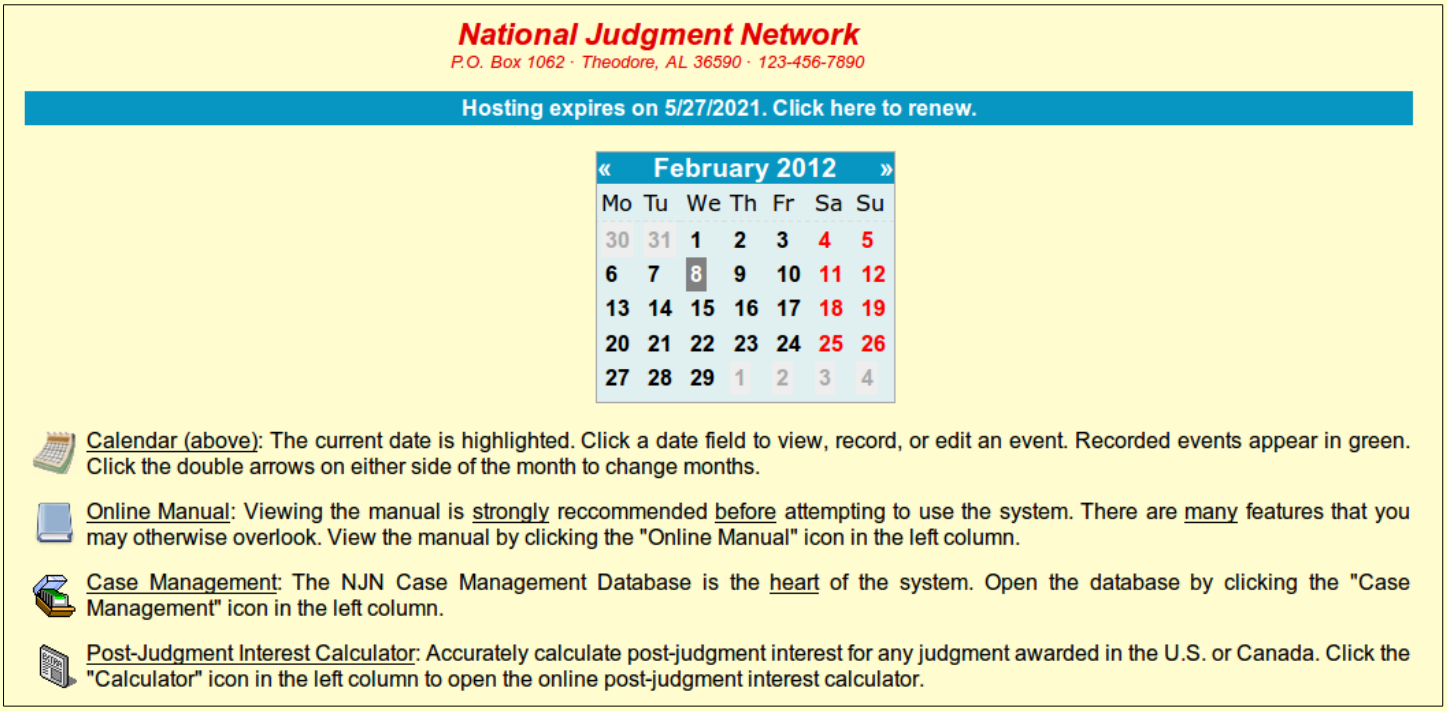
NJN ONLINE OFFICE CENTER

Overview

The NJN Online Office Center is a complete office system that can be accessed from any computer anywhere in the world. It resides securely online in your own password protected server space and you have the option of accessing your office over an encrypted network. Upon accessing your Online Office Center for the first time, your very first step should be configuring a “read-only” password. The purpose of a “read-only” password is so that it may be provided to other individuals in your office who need access to your files. The difference between a “read-only” password and your “master” password is that users who login with the “read-only” password can do just that – read only. They cannot modify any of your data and access will be restricted for some features. If you provide other users with your “master” password they will be able to modify data and have full unrestricted access to the system.

To configure your read-only password, scan to the bottom of the opening screen and click the “Change Password” icon. By default, your master password and read-only password will be the same. Change the “read-only” password to a password different from your master password. It may then be provided to other individuals who you wish to grant restricted access.

Now, let's take a look at the opening screen a few slices at a time:


National Judgment Network
P.O. Box 1062 · Theodore, AL 36590 · 123-456-7890
Hosting expires on 5/27/2021. Click here to renew.
« February 2012 »
Mo Tu We Th Fr Sa Su
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 1 2 3 4
Calendar (above): The current date is highlighted. Click a date field to view, record, or edit an event. Recorded events appear in green. Click the double arrows on either side of the month to change months.
Online Manual: Viewing the manual is strongly reccommended before attempting to use the system. There are many features that you may otherwise overlook. View the manual by clicking the "Online Manual" icon in the left column.
Case Management: The NJN Case Management Database is the heart of the system. Open the database by clicking the "Case Management" icon in the left column.
Post-Judgment Interest Calculator: Accurately calculate post-judgment interest for any judgment awarded in the U.S. or Canada. Click the "Calculator" icon in the left column to open the online post-judgment interest calculator.

At the very top of the page will appear your registered name, address, and telephone number. Changing your name, address, or phone number is actually accomplished by selecting “User Options” in the Case Management Database, which will be discussed later in this text.

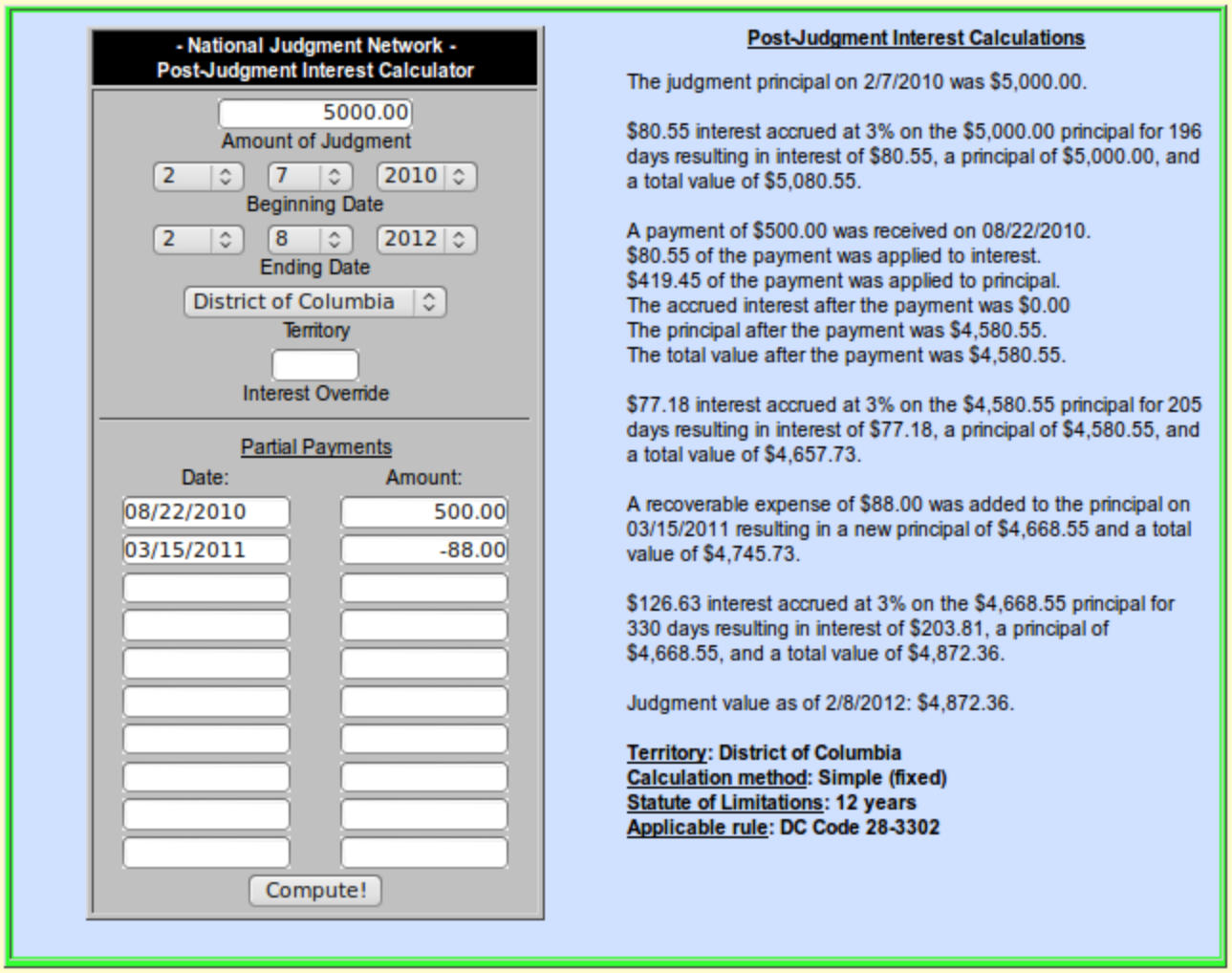
Directly beneath your name, address, and telephone number is a blue bar informing you of when hosting expires for your Online Office Center. Hosting may be renewed at any time prior to expiration by clicking the "Click here to renew".

Calendar: Your calendar may be used to schedule tasks and reminders. Clicking a date will allow you to view, record, or edit an event. You can scroll to past or future months by clicking the double arrows on either side of the month and year.

Online Manual: You are viewing it now.

Case Management: The Case Management Database truly is the heart of the system. Because it is so laden with features it is thoroughly covered in detail following this short description of the opening screen.

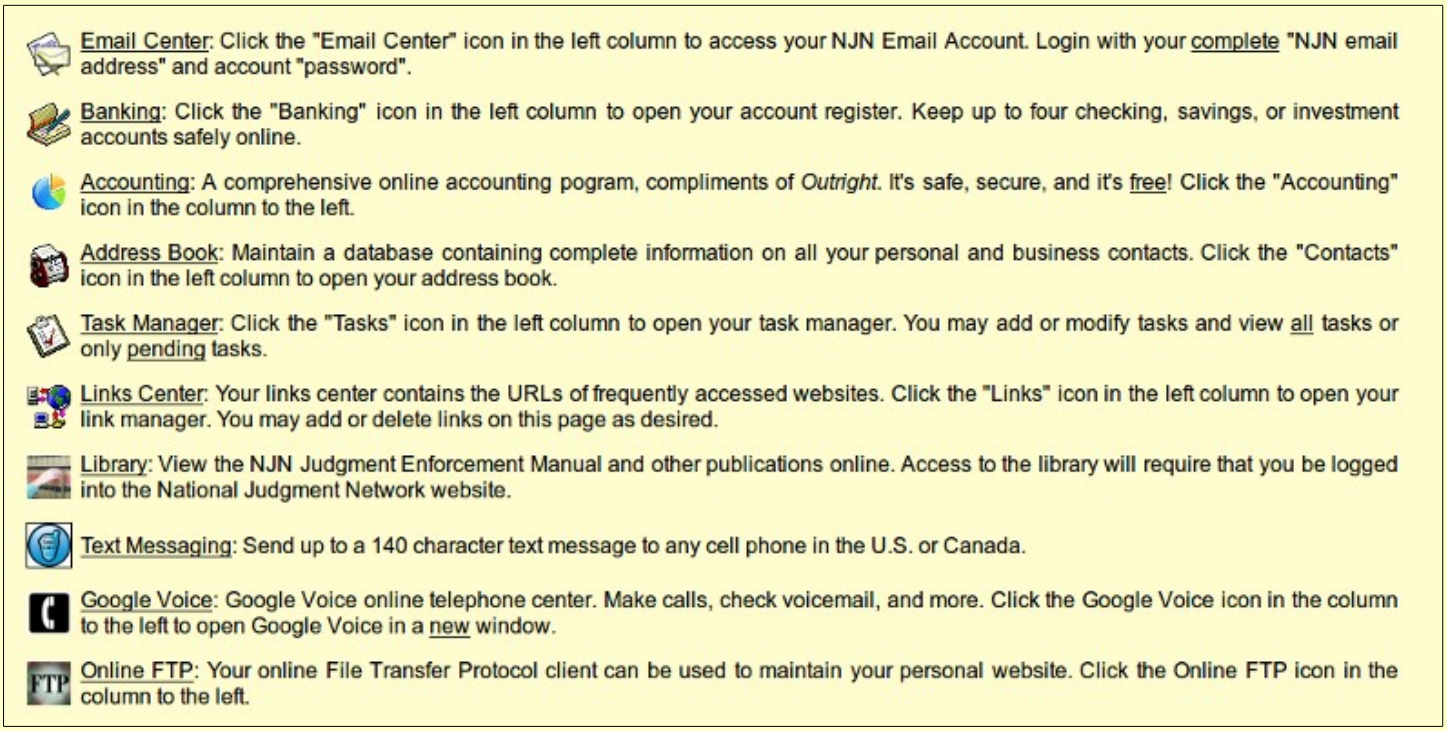
Post-Judgment Interest Calculator: The post-judgment interest calculator is capable of correctly computing post-judgment interest for any judgment awarded in any state, province, or territory of the United States or Canada. The correct post-judgment interest rate and method of computation is automatically selected based on the judgment date, territory, amount of judgment and award date and results are displayed to the right of the calculator:


- National Judgment Network -
Post-Judgment Interest Calculator
5000.00
Amount of Judgment
2
7
2010
Beginning Date
2
8
2012
Ending Date
District of Columbia
Territory
Interest Override
Partial Payments
Date:
Amount:
08/22/2010
500.00
03/15/2011
-88.00
Compute!
Post-Judgment Interest Calculations
The judgment principal on 2/7/2010 was $5,000.00.
$80.55 interest accrued at 3% on the $5,000.00 principal for 196 days resulting in interest of $80.55, a principal of $5,000.00, and a total value of $5,080.55.
A payment of $500.00 was received on 08/22/2010.
$80.55 of the payment was applied to interest.
$419.45 of the payment was applied to principal.
The accrued interest after the payment was $0.00
The principal after the payment was $4,580.55.
The total value after the payment was $4,580.55.
$77.18 interest accrued at 3% on the $4,580.55 principal for 205 days resulting in interest of $77.18, a principal of $4,580.55, and a total value of $4,657.73.
A recoverable expense of $88.00 was added to the principal on 03/15/2011 resulting in a new principal of $4,668.55 and a total value of $4,745.73.
$126.63 interest accrued at 3% on the $4,668.55 principal for 330 days resulting in interest of $203.81, a principal of $4,668.55, and a total value of $4,872.36.
Judgment value as of 2/8/2012: $4,872.36.
Territory: District of Columbia
Calculation method: Simple (fixed)
Statute of Limitations: 12 years
Applicable rule: DC Code 28-3302

The Partial Payment fields are where payments received may be entered. Because all payments must first be applied to interest and any remainder to principal, calculations can be quite complex. Your post-judgment

interest calculator will correctly compute results based on the date and amount of each payment.

Note that the second partial payment was entered as a “negative” amount (-88.00). Negative amounts are considered by the system as reimbursable expenses and are simply added to principal. See the results above for a better understanding.


Email Center: Click the "Email Center" icon in the left column to access your NJN Email Account. Login with your complete "NJN email address" and account "password".
Banking: Click the "Banking" icon in the left column to open your account register. Keep up to four checking, savings, or investment accounts safely online.
Accounting: A comprehensive online accounting pogram, compliments of Outright. It's safe, secure, and it's free! Click the "Accounting" icon in the column to the left.
Address Book: Maintain a database containing complete information on all your personal and business contacts. Click the "Contacts" icon in the left column to open your address book.
Task Manager: Click the "Tasks" icon in the left column to open your task manager. You may add or modify tasks and view all tasks or only pending tasks.
Links Center: Your links center contains the URLs of frequently accessed websites. Click the "Links" icon in the left column to open your link manager. You may add or delete links on this page as desired.
Library: View the NJN Judgment Enforcement Manual and other publications online. Access to the library will require that you be logged into the National Judgment Network website.
Text Messaging: Send up to a 140 character text message to any cell phone in the U.S. or Canada.
Google Voice: Google Voice online telephone center. Make calls, check voicemail, and more. Click the Google Voice icon in the column to the left to open Google Voice in a new window.
Online FTP: Your online File Transfer Protocol client can be used to maintain your personal website. Click the Online FTP icon in the column to the left.

Email Center: The Email Center is available only to National Judgment Network members who have registered a NJN Email account. Registered National Judgment Network members may configure a web-based email account similar to Gmail or Yahoo at no cost.

Banking: The banking center will allow you to track up to four different bank accounts. Enter payments, deposits, and clear transactions as they are cleared by your bank.

Accounting: The accounting program is a third-party program provided by **OutRight**. Users may sign up for a free account.

Address Book: The address book allows you to maintain contact information for all your personal and business contacts.

Task Manager: The task manager allows you to assign various tasks to yourself or others and update them when completed.

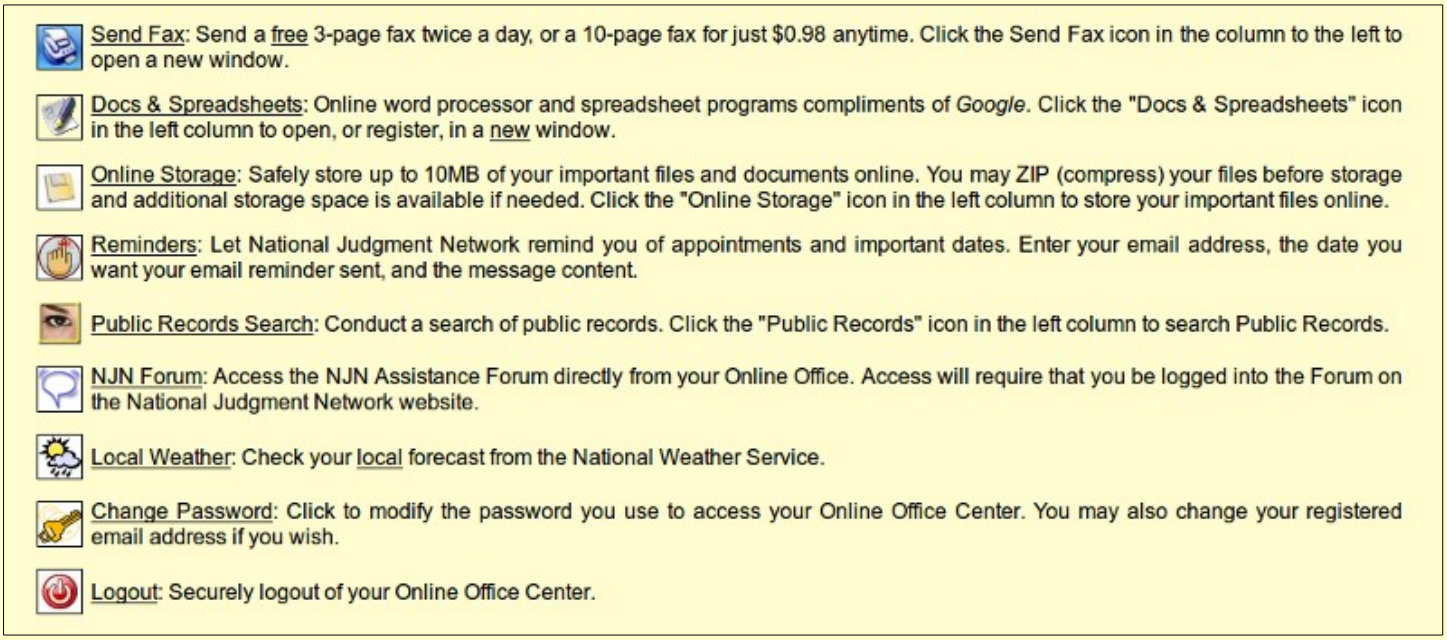
Links Center: The links center enables you to keep track of and easily access other frequently visited websites.

Library: The NJN Library is available only to registered members of National Judgment Network.

Text Messaging: The text messaging center allow you to send text messages directly from your computer to any cellphone.

Google Voice: Google Voice is an online telephone center. Learn about it at Google.com.

Online FTP: Online FTP is an online File Transfer Protocol that may be used by National Judgment Network members to maintain their custom websites.


Send Fax: Send a free 3-page fax twice a day, or a 10-page fax for just $0.98 anytime. Click the Send Fax icon in the column to the left to open a new window.
Docs & Spreadsheets: Online word processor and spreadsheet programs compliments of Google. Click the "Docs & Spreadsheets" icon in the left column to open, or register, in a new window.
Online Storage: Safely store up to 10MB of your important files and documents online. You may ZIP (compress) your files before storage and additional storage space is available if needed. Click the "Online Storage" icon in the left column to store your important files online.
Reminders: Let National Judgment Network remind you of appointments and important dates. Enter your email address, the date you want your email reminder sent, and the message content.
Public Records Search: Conduct a search of public records. Click the "Public Records" icon in the left column to search Public Records.
NJN Forum: Access the NJN Assistance Forum directly from your Online Office. Access will require that you be logged into the Forum on the National Judgment Network website.
Local Weather: Check your local forecast from the National Weather Service.
Change Password: Click to modify the password you use to access your Online Office Center. You may also change your registered email address if you wish.
Logout: Securely logout of your Online Office Center.

Send Fax: The fax center is a third-party program provided by GotFreeFax.com. It allows users to send a free 3-page twice per day, or a 10-page fax for just $0.98 anytime.

Docs & Spreadsheets: Online word processor and spreadsheet programs are provided compliments of Google.

Online Storage: The online storage center enables you to store important documents safely and securely online. Documents may also be linked to records in your case management database. Users are provided with 10MB of storage space at no cost. Additional storage may be ordered for a small fee if desired.

Reminders: The email reminder system allows you to schedule email reminders, which are sent to you on the specified date.

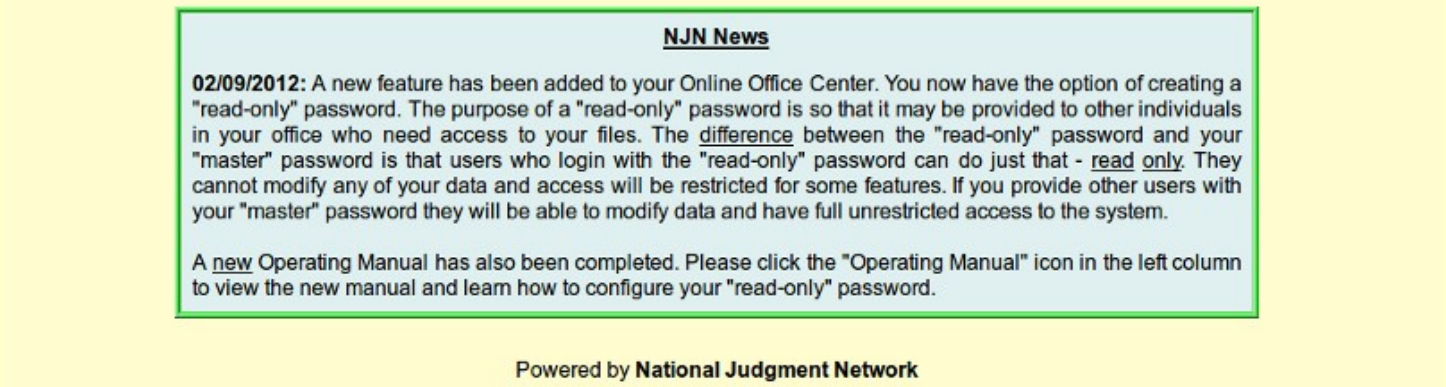
Public Records Search: Search public records for individuals, documents, and assets.

NJN Forum: The NJN Assistance and Discussion Forum may be accessed only by registered members of National Judgment Network.

Local Weather: Your local weather forecast is always be available at a glance.

Change Password: Change your “master” password, your “read-only” password, or your notification email address. Users who login with your “master” password will have full unrestricted access to the system and the ability to modify data. Users who login with your “read-only” password will be able to view records and utilize some system features but will be unable to modify any of your data. Users who login with your “read-only” password will automatically be logged out when their session is complete.

Logout: Securely terminate your session and log out of the system. Logging out in this fashion will require you to log in again on your next visit.


NJN News
02/09/2012: A new feature has been added to your Online Office Center. You now have the option of creating a "read-only" password. The purpose of a "read-only" password is so that it may be provided to other individuals in your office who need access to your files. The difference between the "read-only" password and your "master" password is that users who login with the "read-only" password can do just that - read only. They cannot modify any of your data and access will be restricted for some features. If you provide other users with your "master" password they will be able to modify data and have full unrestricted access to the system.
A new Operating Manual has also been completed. Please click the "Operating Manual" icon in the left column to view the new manual and learn how to configure your "read-only" password.
Powered by National Judgment Network

The final display on your opening "home" page will be the latest news from National Judgment Network. It will contain important announcements and changes to the system. You should check for news releases on a regular basis in order to get the most out of your Online Office Center.

The remainder of this manual will concern the NJN Case Management Database. You may want to print this manual so that you will have a readily available reference source.

Secure (Encrypted) Connection

While it is normally unnecessary, there may be times when you want to connect to your Online Office Center over an encrypted connection. About the only time encryption is recommended is when accessing your Online Office Center using WiFi over a public network because encrypting and decrypting data does slow down the processing of information.

Accessing your Online Office Center over a secure (encrypted) connection just requires that you login on a different page. Simply replace "login.php" in the website address you use to access the system with "secure.php" as shown below:

If you normally login at "http://JudgmentRecoverySoftware.com/login.php",
login at **http://JudgmentRecoverySoftware.com/secure.php**.

If you normally login at "http://NJNoffice.com/login.php",
login at **http://NJNoffice.com/secure.php**.

If you normally login at "http://NJNoffice.net/login.php",
login at **http://NJNoffice.net/secure.php.**

If you normally login at "http://NJNmembers.com/login.php",
login at **http://NJNmembers.com/secure.php.**

Doing so will ensure that all data sent and received over a public network is encrypted. *Be sure to logout before logging back in when switching from one method to the other.*

NJN CASE MANAGEMENT DATABASE

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Overview

The NJN Case Management Database will conveniently track the progress of your assigned cases. It is capable of storing an unlimited number of records, producing various documents, and automatically computing post-judgment interest. Records can be sorted based on a number of different criteria and the program is capable of accessing “State Statutes” for the state in which the judgment was awarded.

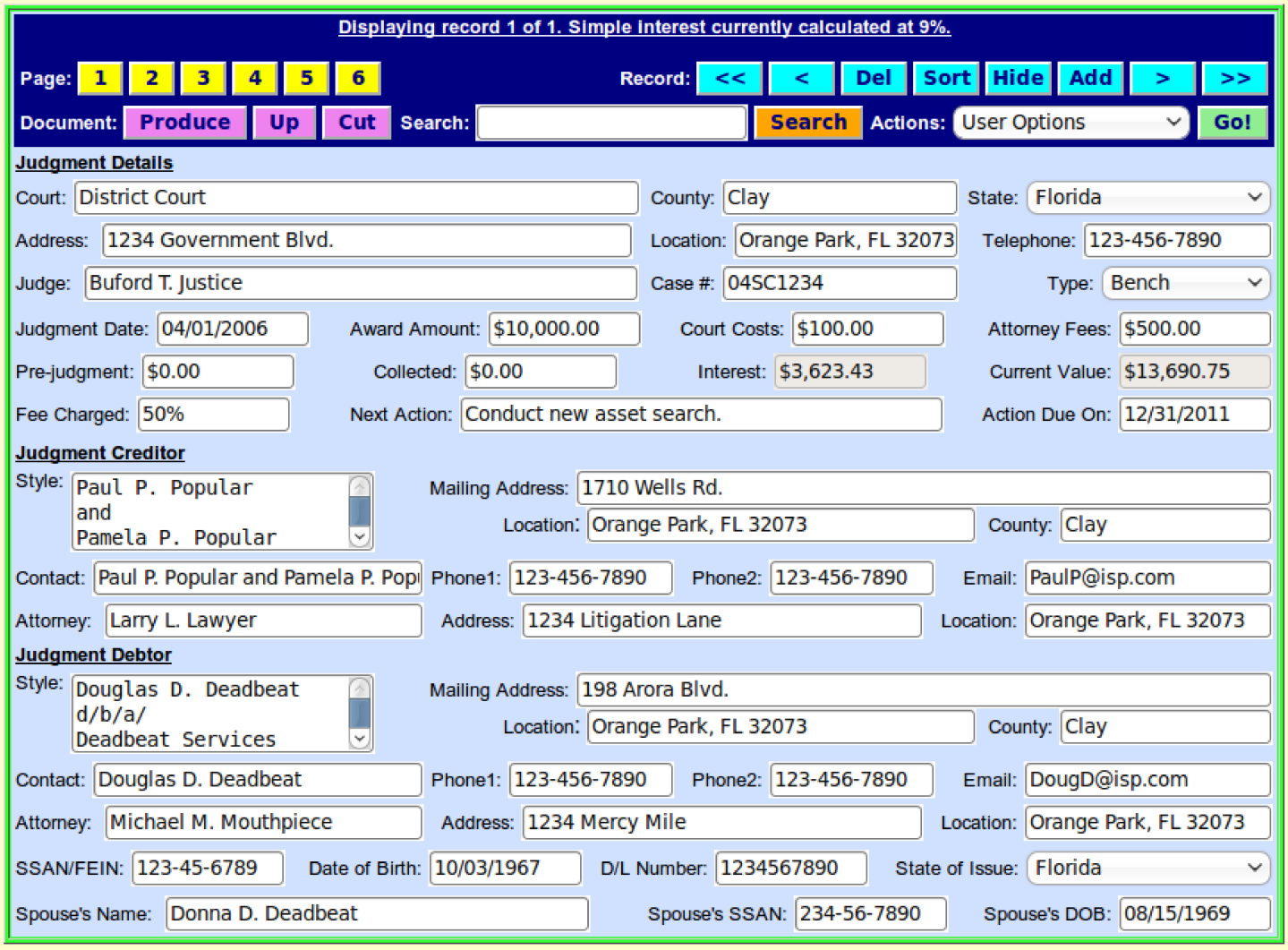
The database stores records in pipe ("|") delimited format, which can be exported to Excel and popular database programs. Each record contains six pages. Page 1 (Details) is used for recording details of the judgment. Page 2 (Assets) is used for recording information on any assets you discover. Page 3 (Payments Received) contains a ledger to track receipts. Page 4 (Actions) is a continuation of Page 3 and is used to track payments related to the case as well. This page also contains a list of “actions” (fifteen of them definable by the user) that can be used to track actions that have been taken on the case.) Page 5 (Expenses) is used to track both recoverable and unrecoverable expenses related to the case. Page 6 (Remarks) is used to record comments concerning the status of the case. Data and documents are stored in your own securely protected area of the National Judgment Network server. Your data file is automatically backed up on a remote sever each night and can be restored if needed. It is also possible to upload customized documents to the program. See the **Document Preparation** topic for details on creating and uploading customized documents.

Requirements

- All dates should be entered in **mm/dd/yyyy** (01/02/2007) format throughout the database.
- To cancel an action before it is executed, use the “back” button on your Internet Browser.
- There is no need to enter a dollar sign or commas in any currency field. The program will correctly format your entry in all currency fields.

To begin, let's take a look at the first page displayed when the database is opened and learn about the various controls:

Page Controls



Notice that the top line of the dark blue bar at the very top of the page displays the number of the record you are viewing and the total number of records contained in the database. It also displays the method of calculation and current rate at which post-judgment interest is accruing. Below the top line are controls for manipulating the database. Each one of the controls are covered in detail below. Clicking any of the control buttons will first save the record, then carry out the specified action. *The last thing you should do before closing your Browser is to click any one of the "Page" buttons to ensure data has been saved for the record being viewed. If you don't take an "action" after modifying a page, before leaving the database program, changes made on that page will be lost!*

Page Controls

The six yellow "page" buttons are used to switch the view between any of the six pages. Clicking the yellow button containing the number "2" will first save the data on page one and then display page two. (We'll examine the fields contained in each of the pages in detail later.)

Record Controls

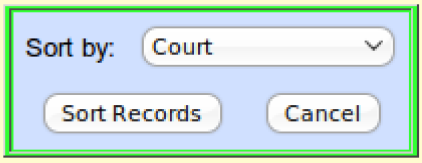
The light blue "record" buttons are used to scroll through records contained in the database, delete individual records, hide records, add records, and sort the database.

Clicking the light blue control button containing the double left-pointing arrows will display the first record contained in the database.

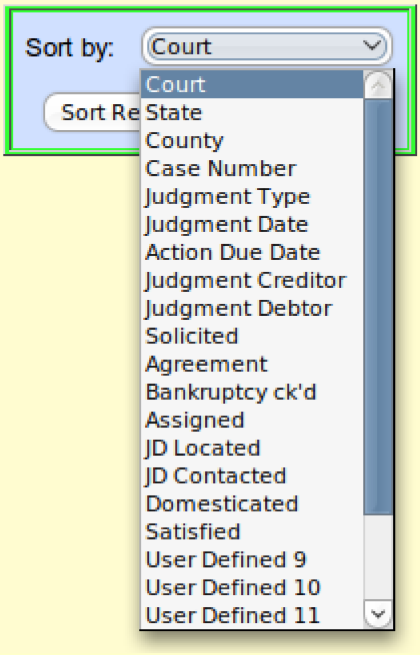
Clicking the light blue control button containing the single left-pointing arrow will display the previous record in the database. For example, if viewing record number three, clicking this button will display record number two.

Clicking the light blue control button containing "Del" will delete the record being viewed. (At least one record must remain in the database. The program will ignore a request to delete an only record.) *Warning: There is no confirmation dialog for this action! Clicking the "Del" button will immediately delete the record being viewed!*

Clicking the light blue control button containing "Sort" allows you to sort the records in your database in a variety of ways. Clicking the "Sort" button will display the following dialog:



Click the drop-down menu to select a key by which records will be sorted, or "Cancel" to cancel the action and return to the previous display:



Upon clicking the "Sort Records" button, all records in your database will be sorted using the selected key. *See the topic on **User Defined Fields** for information on defining your own sort keys.*

Clicking the light blue control button containing "Hide" will hide the record being displayed. This action is accomplished by deleting the displayed record from the data file (njndata.dat) and appending it to the *hidden*

records file (njndata.hid). You will learn more about hidden records in the discussion of the "Actions" menu.

Clicking the light blue control button containing "Add" will increment the total number of records by one and display a new blank record.

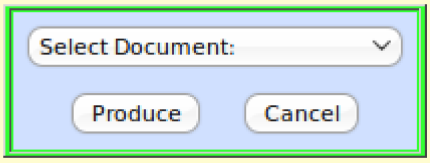
Clicking the light blue control button containing the single right-pointing arrow will display the next record in the database. For example, if viewing record number three, clicking this button will display record number four.

Clicking the light blue control button containing the double right-pointing arrows will display the last record contained in the database.

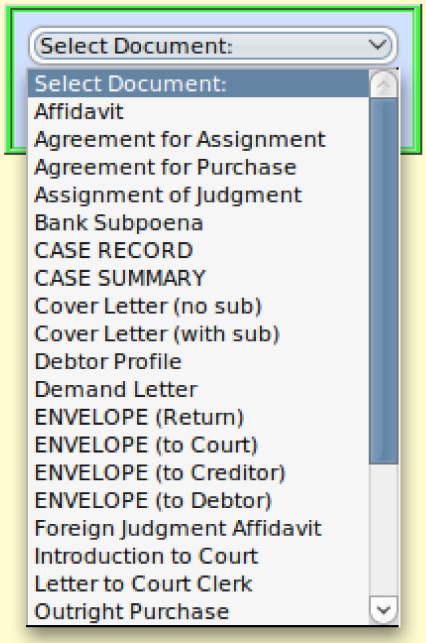
Document Controls

The three violet document control buttons are used to produce an existing document or report commonly used in the business of judgment enforcement, to upload a new document, or to delete (cut) a document.

Clicking the violet "Produce" button will open the following dialog:

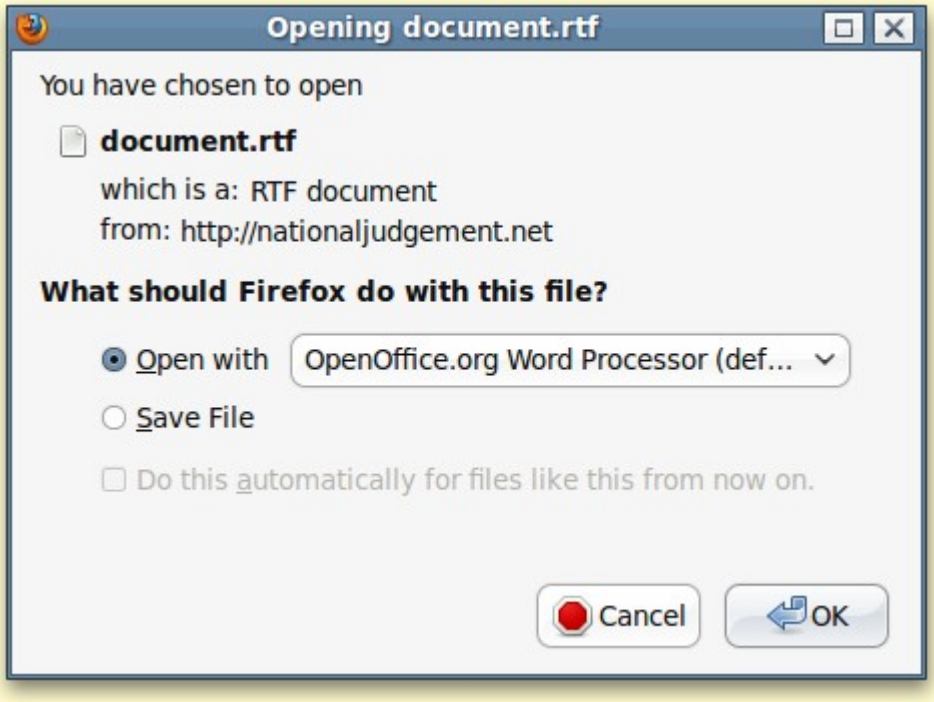


Click the drop-down menu to select a document to be produced, or "Cancel" to cancel the action and return the previous display:



Selecting a document and clicking the "Produce Document" button will cause the program to open the selected document and merge information from the displayed record. Not all records in the menu need be legal documents or letters. The "Produce Document" feature can also be used to produce "reports." For example "CASE SUMMARY" is not a legal document at all. It is a report. It may be selected to display details of the record being viewed so that it can be reproduced on your printer. (Reports may be easily identified because they are in capital letters. Should you create your own documents or reports as will be explained later, it is a good idea to follow this document naming format.)

Upon selecting a document and clicking the “Produce Document” button, you will normally be asked if you would like to open or save the document:



Clicking “OK” will open the selected document in your word processor program. You can then manipulate the document as you wish before printing.

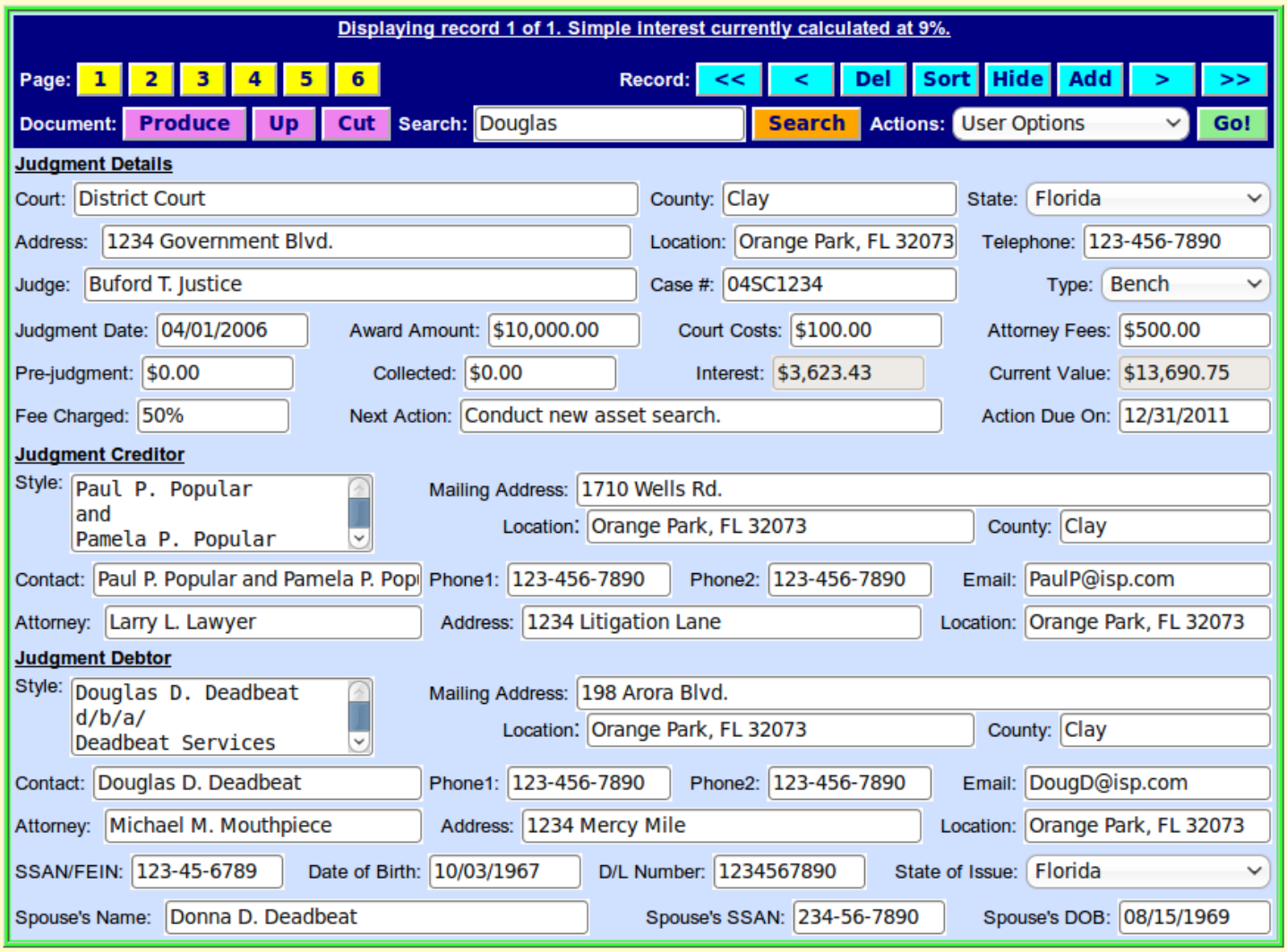
All documents contained in the system are in RTF (Rich Text Format). WordPad and most word processor programs, such as Open Office and MS-Word are capable of processing RTF documents. New documents may be created and existing documents modified to suit your needs. Clicking “Save” in the above dialog will allow you to save the document so that you can modify it or use it as a template to produce a new document, and upload it to the system. You will learn how to create your own custom documents and reports later in this text. You will also learn how to “associate” RTF documents with your chosen word processor. Once you have opened (or saved) the document, click the “Return” link below the document drop-down box to return to the database display.

We're going to skip the violet “Up” and “Cut” buttons for now until you more fully understand how documents are processed. The “Upload” button will be discussed in the **Document Preparation** topic of this text.

Search Field

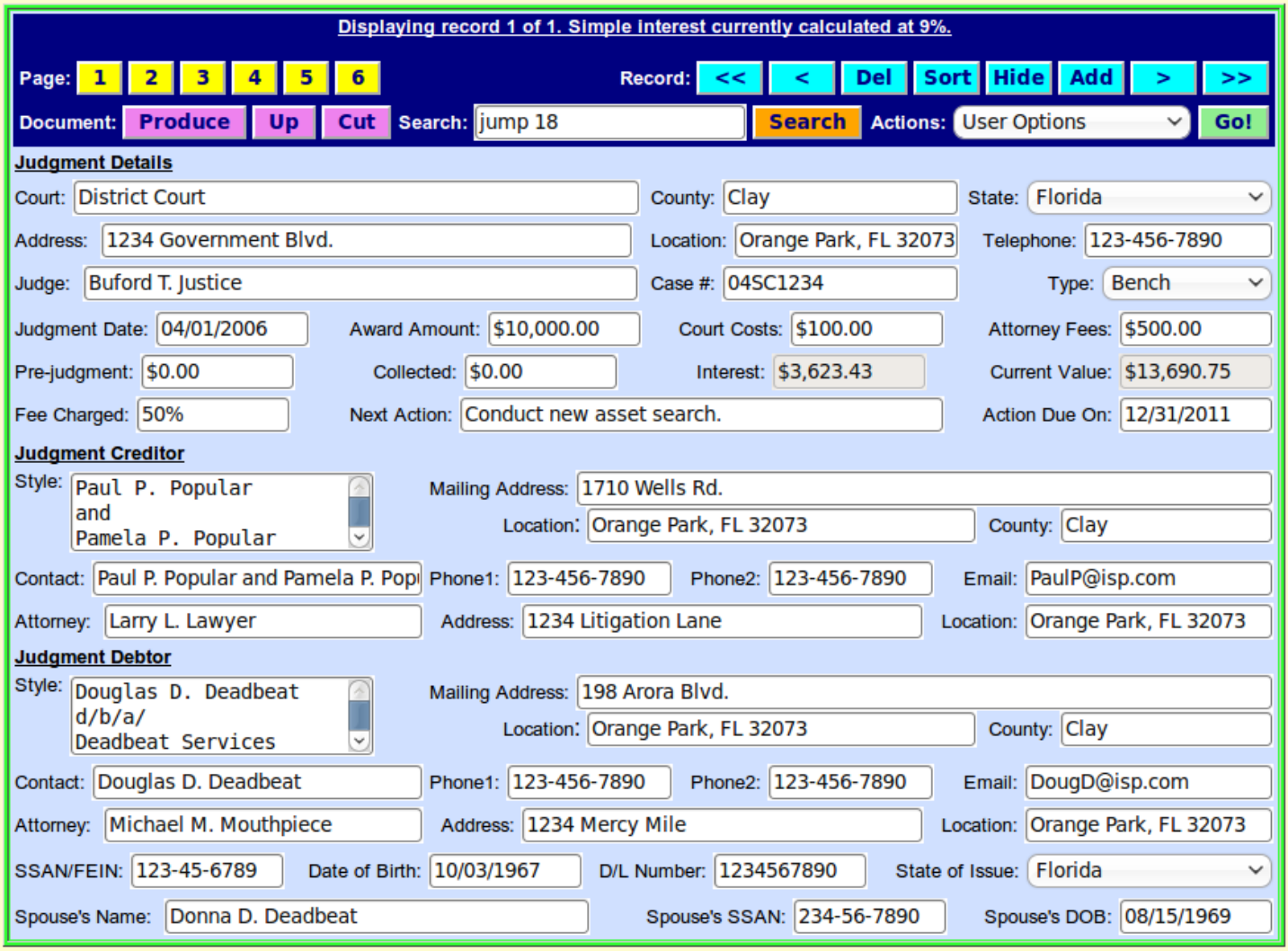
The “Search” field serves two purposes. The first is to search for data entered in the search field that is contained in any of the records in the database. The important point to understand is that the program conducts searches with the record following the one being displayed. This is done so that multiple records can be identified. Suppose you wish to search all records in the database containing the term “Douglas.”. Typing “Douglas” in the “Search” field and clicking the orange “Search” button will cause the program to begin its search with record number one and display the first record containing the term “Douglas.” If a record containing “Douglas” is found, the search term displayed in the “search field” will not be cleared. (It will remain visible in the search 'box'.) Continuing the search by clicking the orange “Search” button a second time will display the next record containing the term “Douglas.” If the search term cannot be found, the “search field” will be cleared

indicating that no further records containing the term can be found. *The search is case-insensitive, meaning that capitalization is ignored. If the search term entered is not found, the last record being viewed before the search was conducted will continue to be displayed.*



Jump to Record:

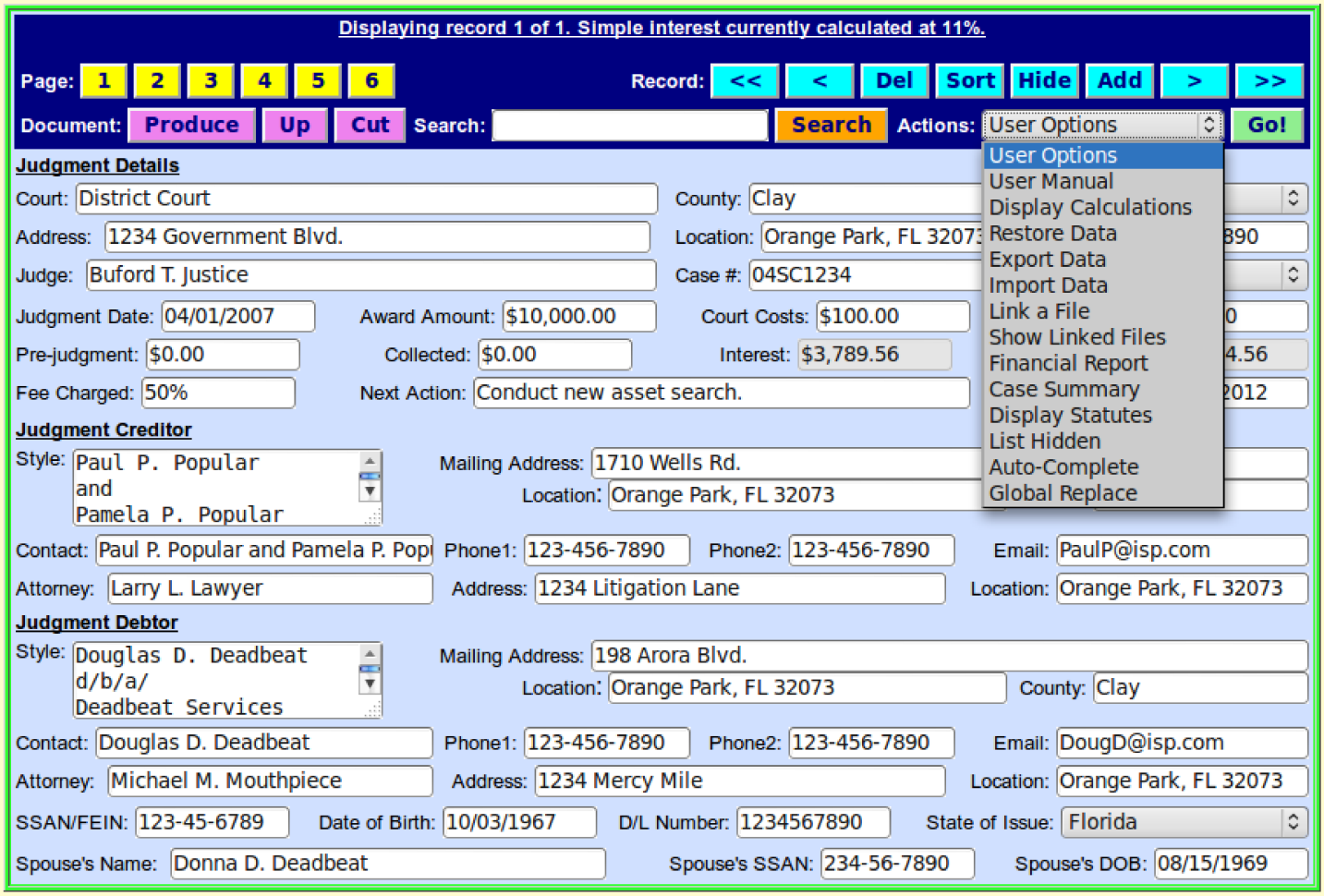
The second purpose of the "Search" field is to jump to a specific record. "Jumping" is accomplished by typing the word "jump" in the "Search" field, followed by a single space and the number of the record to display. For example, if your database contains twenty records and you are viewing the first record, you can jump to the eighteenth record by typing **jump 18** in the "Search" field and clicking the orange "Search" button.



If a record number is entered that doesn't exist (larger than the total number of records), the directive will be ignored.

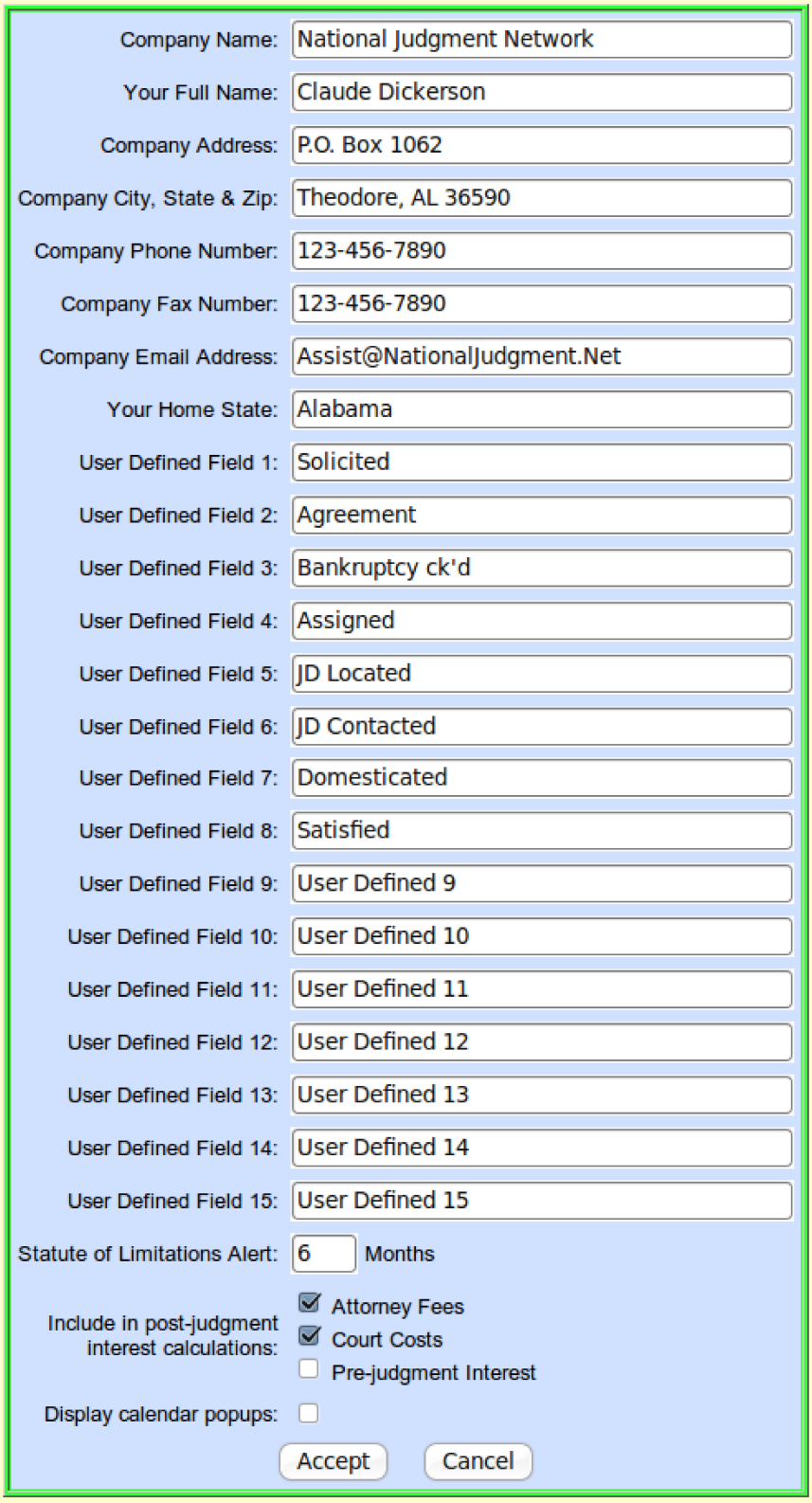
Actions Menu

The Actions drop-down menu serves multiple purposes. We'll examine each selection in the order that it is displayed:



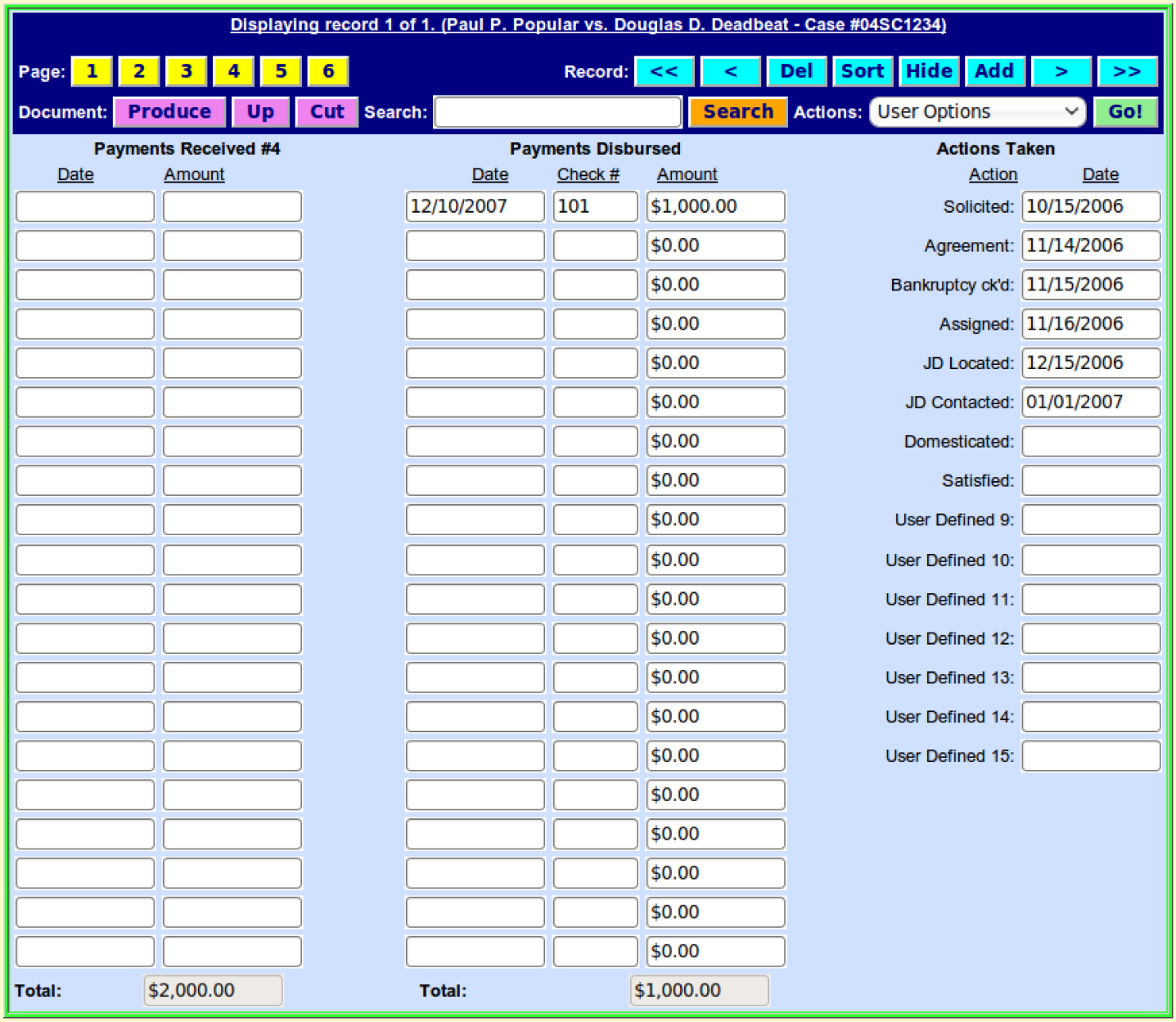
User Options:

The first item on the “Actions” drop-down menu, “User Options”, is the very first action you should take in order to configure your new database. It will allow you to modify your company information and other program parameters. These parameters are needed for calculations and for producing documents and reports. Selecting “User Options” and clicking the green “Go!” button will open a new dialog:


Company Name: National Judgment Network
Your Full Name: Claude Dickerson
Company Address: P.O. Box 1062
Company City, State & Zip: Theodore, AL 36590
Company Phone Number: 123-456-7890
Company Fax Number: 123-456-7890
Company Email Address: Assist@NationalJudgment.Net
Your Home State: Alabama
User Defined Field 1: Solicited
User Defined Field 2: Agreement
User Defined Field 3: Bankruptcy ck'd
User Defined Field 4: Assigned
User Defined Field 5: JD Located
User Defined Field 6: JD Contacted
User Defined Field 7: Domesticated
User Defined Field 8: Satisfied
User Defined Field 9: User Defined 9
User Defined Field 10: User Defined 10
User Defined Field 11: User Defined 11
User Defined Field 12: User Defined 12
User Defined Field 13: User Defined 13
User Defined Field 14: User Defined 14
User Defined Field 15: User Defined 15
Statute of Limitations Alert: 6 Months
Include in post-judgment interest calculations:
Attorney Fees
Court Costs
Pre-judgment Interest
Display calendar popups:
Accept
Cancel

User Defined Fields:

Most of the fields in this dialog are self-explanatory. They are used in producing the various documents selected from the “Produce Document” drop-down menu. The fifteen “User Defined” fields warrant special attention. To understand the “User Defined” fields it is necessary to take a quick look at “Page 4” (the Actions Page).



The fifteen “User Defined Fields” appear on the “Payment Page” under “Action Taken.” These fields may be defined in the “Modify Company Information” dialog to keep track of whatever actions you wish. In the above example, “User Defined Field 1” was defined as “Solicited”. If “User Defined 9” were to be redefined as “Referral Rcvd” in the “Modify Company Information” dialog, the words “Referral Rcvd” would replace the words “User Defined 9”. All records in the database may be sorted based on the date contained in any of these fields. **Caution:** Use no more than about fifteen characters to complete a “User Defined Field” or the page will appear distorted. And keep in mind that all User Defined fields are date fields.

Remainder of User Options dialog:

The next field, “Statute of Limitations Alert”, contains the number of months you wish to be alerted prior to the expiration of a judgment. If this field is left blank the Statute of Limitations will be ignored and you will receive no alerts. The three check boxes following the statement “Include in post-judgment interest calculations:” determine which costs are added to the judgment prior to the calculation of post-judgment. For example, most states will allow post-judgment interest to accumulate on Attorney Fees and Court Costs but not on Pre-

judgment Interest (because it would result in interest being charged on interest). The court rules for you state may differ. If so, select the costs you wish included in the calculation of post-judgment interest based on the rules of your state.

The final check box, "Display calendar popups:" determines whether or not to display a popup calendar when a date is entered in any date field. It is turned on by default but may be disabled by un-checking this box.

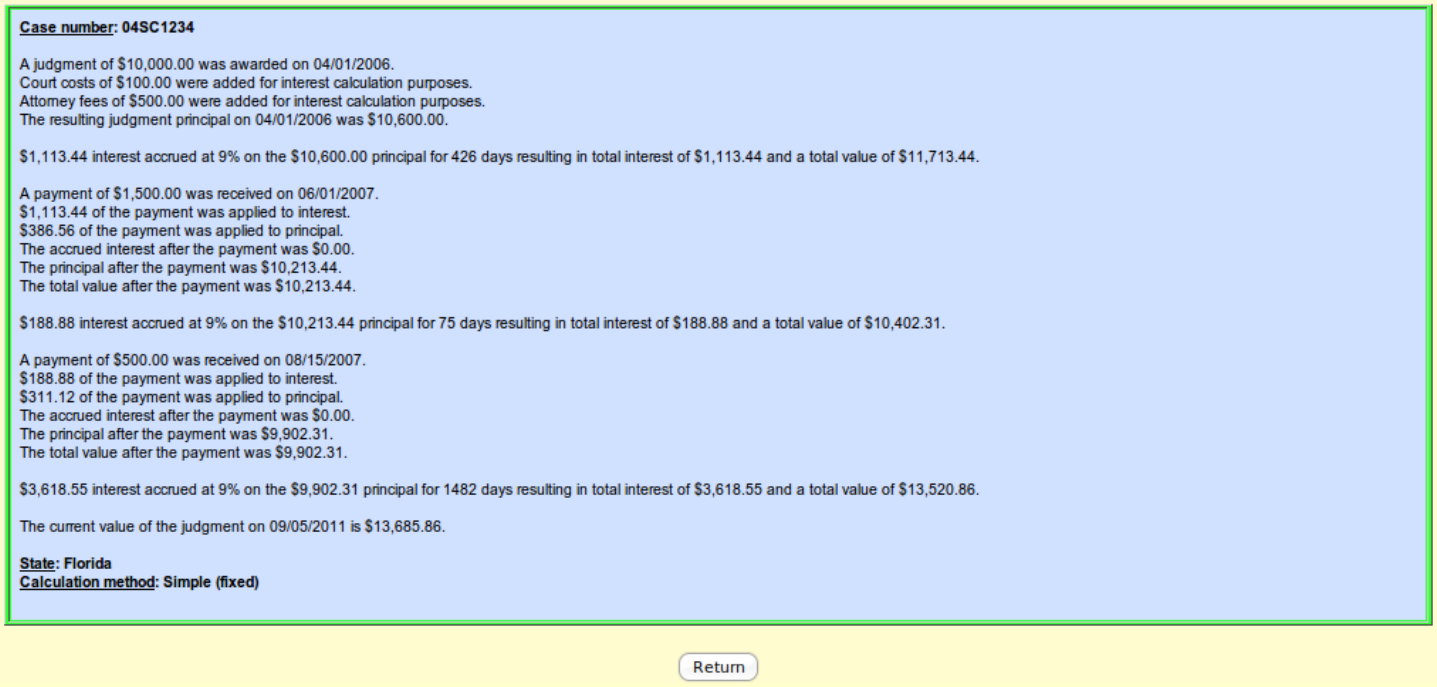
Click the "Accept" button to accept changes that were made or "Cancel" to cancel the operation and return to the previous display. *See the topic on "Program Calculations" for a detailed discussion on the calculation of post-judgment interest.*

User Manual:

The next item on the "Actions" drop-down menu, "User Manual", opens the PDF file you are currently viewing.

Display Calculations:

Selecting "Display Calculations" and clicking the green "Go!" button will display a screen containing details of how post-judgment interest was calculated for the current record:



Case number: 04SC1234

A judgment of $10,000.00 was awarded on 04/01/2006.
Court costs of $100.00 were added for interest calculation purposes.
Attorney fees of $500.00 were added for interest calculation purposes.
The resulting judgment principal on 04/01/2006 was $10,600.00.

$1,113.44 interest accrued at 9% on the $10,600.00 principal for 426 days resulting in total interest of $1,113.44 and a total value of $11,713.44.

A payment of $1,500.00 was received on 06/01/2007.
$1,113.44 of the payment was applied to interest.
$386.56 of the payment was applied to principal.
The accrued interest after the payment was $0.00.
The principal after the payment was $10,213.44.
The total value after the payment was $10,213.44.

$188.88 interest accrued at 9% on the $10,213.44 principal for 75 days resulting in total interest of $188.88 and a total value of $10,402.31.

A payment of $500.00 was received on 08/15/2007.
$188.88 of the payment was applied to interest.
$311.12 of the payment was applied to principal.
The accrued interest after the payment was $0.00.
The principal after the payment was $9,902.31.
The total value after the payment was $9,902.31.

$3,618.55 interest accrued at 9% on the $9,902.31 principal for 1482 days resulting in total interest of $3,618.55 and a total value of $13,520.86.

The current value of the judgment on 09/05/2011 is $13,685.86.

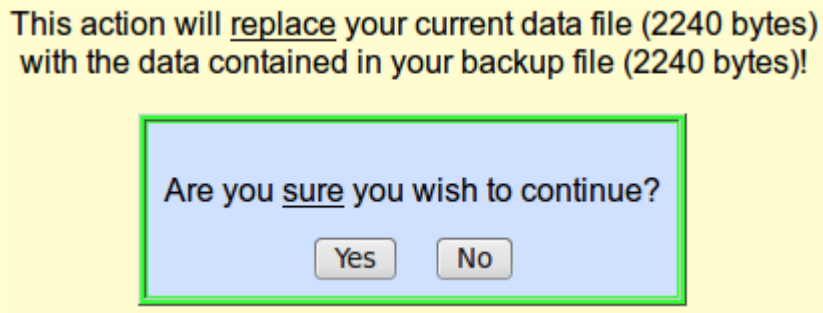
State: Florida
Calculation method: Simple (fixed)

Return

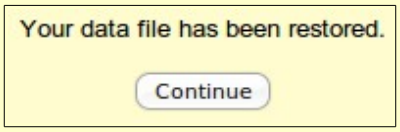
Click the "Return" button when done viewing or printing the page to return to the previous display.

Restore Data:

As a safety measure your data file is automatically backed up each night on a different server allowing you to restore data from the previous day should you discover you made a mistake in modifying one or more of your records. Selecting "Restore Data" and clicking the green "Go!" button will restore your data file by overwriting it with your backup file. You will be asked to confirm the operation before continuing:


This action will replace your current data file (2240 bytes)
with the data contained in your backup file (2240 bytes)!
Are you sure you wish to continue?
Yes
No

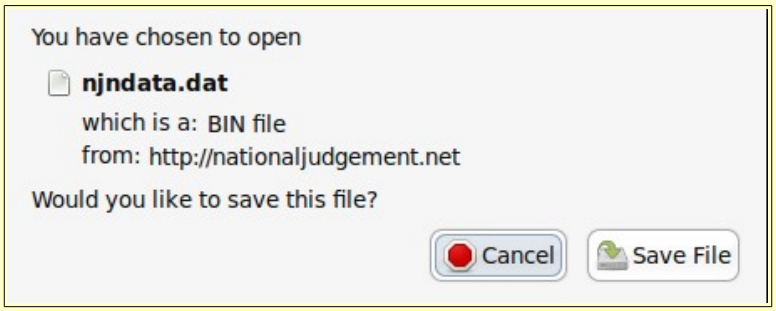
Click “Yes” to overwrite your current data file with your backup file or “No” to cancel the operation. Confirmation will be displayed upon successfully restoring your data file:



Click “Continue” to begin viewing the first record of your newly restored data file.

Export Data:

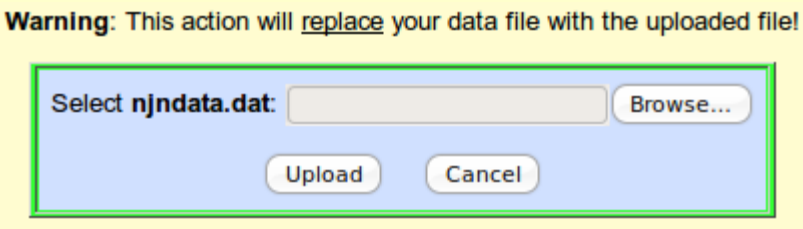
The next item on the “Actions” drop-down menu, “Export Data”, is used to download your data file from the database to your computer. It can then be imported to Excel, or any other program capable of handling pipe delimited files. Selecting “Export Database” and clicking the green “Go!” button will display a dialog similar to the following:



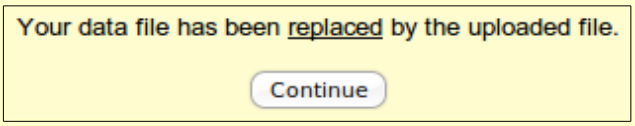
To download the file, select “Save File” and click “OK”, or click “Cancel” to cancel the operation. You may then move your njndata.dat file to a directory of your choosing.

Import Data:

The “Import Data” selection is used to replace your current data file with a data file uploaded from your computer. Used in conjunction with the “Export Data” function this is an excellent method of storing a backup copy of your data file on your hard disk drive for an added measure of security. Selecting “Import Data” will display the following dialog:



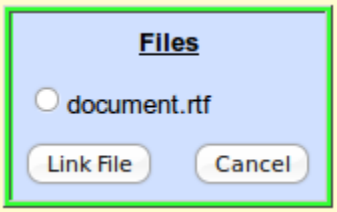
Clicking the “Browse” button will allow you to locate the **njndata.dat** file on your hard disk drive and upload it to the server. Your existing data file will then be replaced with the uploaded file. Clicking “Cancel” will cancel the operation and return to the previously displayed page. The following confirmation will be displayed upon successful upload:



Upon clicking “Continue” the first record of the newly uploaded data file will be displayed.

Link a File:

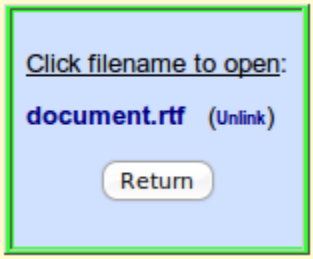
Selecting “Link a File” and clicking the green “Go!” button will link a document or file stored in your Online Office Center with the record being displayed. The file must first be uploaded by clicking the “Online Storage” button on the Home page of your Online Office Center. Once a file has been stored (uploaded), it can be linked to any database record. Selecting “Link a File” will display all files stored in your Online Office Center storage area:



Selecting a file from you storage area will “link” it to the file being displayed. Linking a file might be useful if you would like to store the scanned image of a document submitted to the court or a letter received from the judgment debtor, to the associated record in your database. In the example above, selecting “document.rtf” and clicking the “Link File” button would link “document.rtf” to the record being displayed. The linked file might be a PDF, GIF, RTF, XLS, or DOC. Warning: The record being linked must have a case number in the “Case #” field on Page 1 of the database because this is the field the program uses to identify which files are linked to which record. Also keep in mind, when storing a file, that you must have sufficient room in your storage area to contain the file. *Additional server storage space is very inexpensive should you run out of room.*

Show Linked Files:

Selecting “Show Linked Files” and clicking the green “Go!” button will display all files stored in the storage area of your Online Office Center that are linked to the record being displayed:



Clicking the file name will display, open, or give you the option to save the file depending on the file type.

Notice the small “Unlink” in parentheses next to each file name displayed. Clicking “Unlink” will do just what it implies. It will unlink that file with the record being displayed.

Click the “Return” button to return to the last displayed record.

Financial Report:

Selecting “Financial Report” and clicking the green “Go!” button will cause the program to examine all records in the database and produce a complete financial report as follows:

Case Number	Award Amount	Court Costs	Attorney Fees	Pre-Judgment	Post-Judgment	Judgment Value	Total Expenses	Payments Received	Payments Disbursed
04SC1234	$10,000.00	$100.00	$500.00	$0.00	$4,307.23	$11,823.67	$171.95	$2,000.00	$1,000.00
Totals:	$10,000.00	$100.00	$500.00	$0.00	$4,307.23	$11,823.67	$171.95	$2,000.00	$1,000.00

Database contains a total of 1 record(s).

Return

Click the “Return” button to return to the last displayed record.

Case Summary:

Selecting “Case Summary” and clicking the green “Go!” button will cause the program to examine all records in the database and produce a case summary for each record as follows:

Case Number	Award Date	Award Amount	Judgment Creditor	Judgment Debtor	Current Value
04SC1234	02/03/2010	$10,000.00	Paul P. Popular and Pamela P. Popular	Douglas D. Deadbeat	$11,178.63

Database contains a total of 1 record(s).

Return

Click the “Return” button to return to the last record displayed. Where multiple records are displayed you may click the “Case Number” to return to that record.

State Statutes:

Selecting “Display Statutes” and clicking the green “Go!” button will cause the program to display the State Code for the state in which the court is located. It does so by examining the “State” field and opening the appropriate page in your Internet Browser. *Use the back button found on your Internet Browser to return to the database.*

List Hidden:

The “List Hidden” option allow you to *unhide* records that were hidden using the “Hide” record control. You will recall that hiding a record using the “Hide” control actually deletes it from the current data file (njndata.dat) and appends it to the hidden record file (njndata.hid). Selecting this option and clicking the green “Go!” button will display a list of all *hidden* records:

Selecting a record from the list and clicking the “Unhide Record” button will reverse the process. It will delete

the record from the hidden record file (njndata.hid), append it to the data file (njndata.dat), and display the appended record. Or, click the “Cancel” button to cancel the operation and return to the last page displayed.

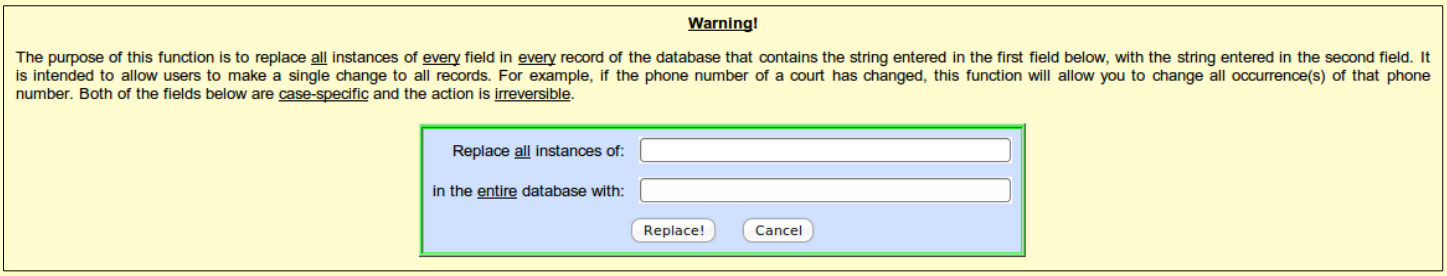
Auto-Complete:

The “Auto-Complete” option was incorporated into the program because many judgment recovery professionals work with only a handful of courts and need a method of automatically completing the first six fields (court information) when a new record is added. The data for these six fields may be stored by the program on your computer in the form of a “cookie”, which is retrieved when adding a new record.

To set the “cookie,” view a record for which you want the displayed court information saved, select the “Set Auto-Complete” option on the “Actions” menu and click the “Process” button. No response will be displayed but the program will save the data found in the first six fields of the “Details” page in the form of a “cookie” on your computer. The next time a new record is added, the first six fields will automatically be completed with the saved information. *The “cookie” will remain on your computer for a period of one-year unless it is reset by selecting different data to be saved, or it is deleted by clearing cookies in your Internet Browser.*

Global Replace:

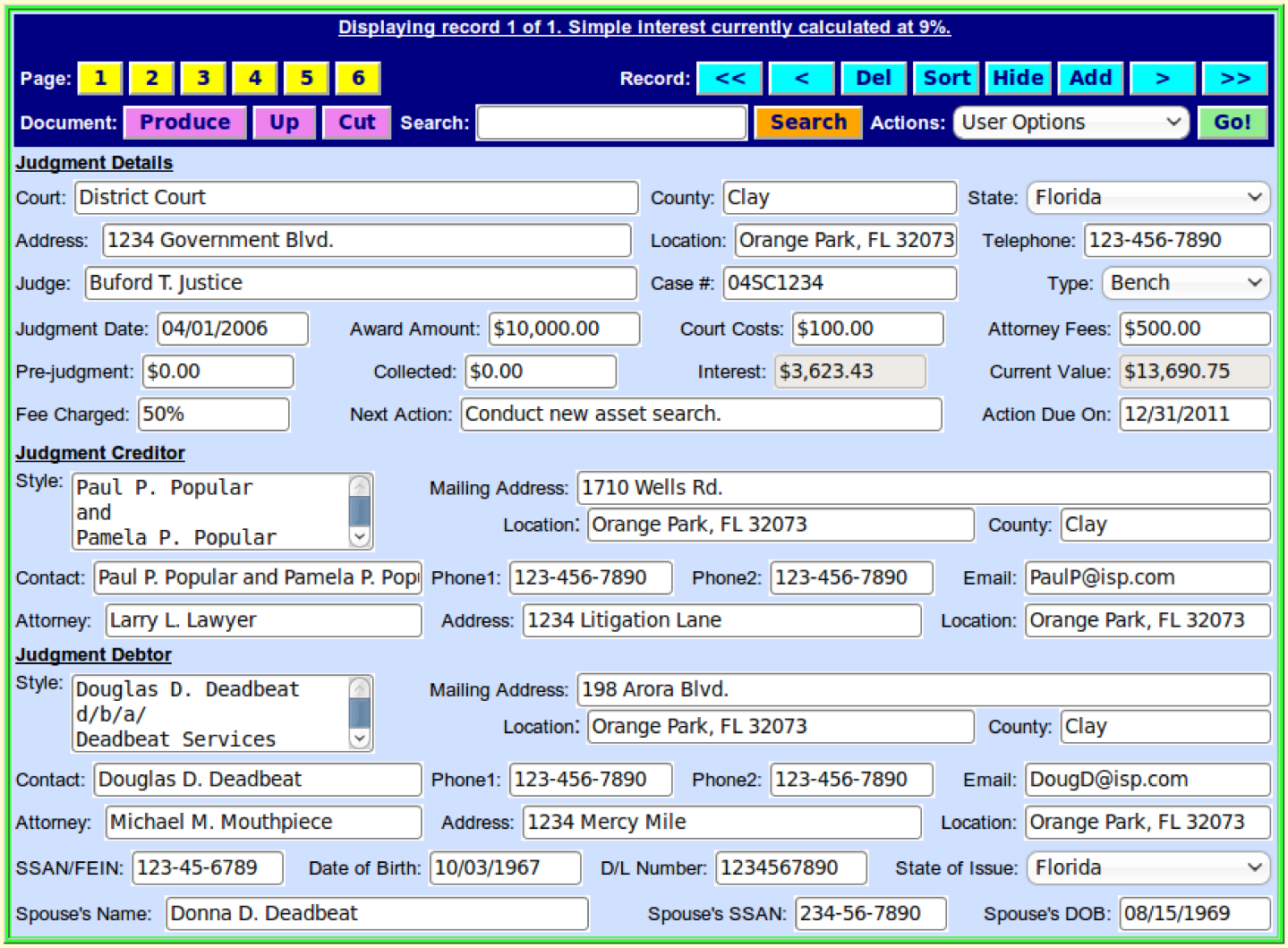
Selecting “Global Replace” and clicking the green “Go!” button will display the following dialog:


Warning!
The purpose of this function is to replace all instances of every field in every record of the database that contains the string entered in the first field below, with the string entered in the second field. It is intended to allow users to make a single change to all records. For example, if the phone number of a court has changed, this function will allow you to change all occurrence(s) of that phone number. Both of the fields below are case-specific and the action is irreversible.
Replace all instances of:
in the entire database with:
Replace!
Cancel

Read the warning above and use this function with extreme caution! It is intended to globally replace any string entered in the first field with the string entered in the second field and is irreversible. The change will be applied to every field of every record in the database that contains the target string. *Hidden records are not changed.* Click the “Cancel” button to cancel the operation and return to the last record displayed.

Now, let's examine each of the six pages, what data is placed in each field, and a hidden secret or two...

Page 1 (The Details Page)



Judgment Details:

Court: Enter the Court that awarded the judgment.
County: Enter the County in which the Court is located.
State: Select the State in which the Court is located.
Address: Enter the mailing address of the Court that awarded the judgment.
Location: Enter the City, State & Zip of the Court that awarded the judgment.
Telephone: Enter the Telephone number of the Court Clerk that awarded the judgment.

You will recall that the first six fields will automatically be entered by the program if "Set Auto-Complete" was selected in the "Actions" menu to save the data for these fields in the form of a cookie on your computer.

Judge: Enter the name of the Judge who awarded the judgment.
Case #: Enter the Case Number of the judgment.
Type: Enter the Type of judgment.
Judgment Date: Enter the Date the judgment was awarded. ***Note:*** *Some states allow post-judgment interest to accumulate from the date of the commencement of the action rather than the date the judgment was awarded. If this is the case in your state, enter the commencement date rather than the award date.*
Award Amount: Enter the Amount of the judgment award. ***Note:*** *There is no need to enter the dollar sign or*

commas in any amount field. The program will correctly format the value in all currency fields.
Court Costs: Enter any Court Costs that may have been awarded.
Attorney Fees: Enter any Attorney Fees that may have been awarded.
Pre-judgment: Enter any Pre-judgment Interest that may have been awarded. ***Note:*** *The amount of pre-judgment interest must be calculated separately and entered into the program.*
Collected: Enter the total amount recovered by the original judgment debtor before the judgment was assigned to you. It dates are know for previously collected payments, they may be entered under the "Payments Received" column (on page 3) instead of this field. *The contents of this field will be deducted from the amount of the judgment when post-judgment interest and current value are calculated.*
Interest: The Interest field is a "read only" field. It contains the current amount of post-judgment interest calculated by the program. *See the topic on "Program Calculations" for information on how post-judgment interest and current value are calculated.*
Current Value: The Current Value is also a "read only" field. It contains the current amount due on the judgment. This amount will change from day to day as post-judgment interest accumulates. This field will always reflect the immediate "payoff" amount of the judgment.
Fee Charged: Enter the percentage you will receive for enforcing the judgment. ***Note:*** *Your fee should be entered as an integer followed by the percentage "%" sign. Example: 50%*
Next Action: Enter the Next Action due on the case.
Action Due On: Enter the date the next action (above) will fall due. ***Note:*** *This field is used by the "Action Due Alert" function. See the section on "Action Alert" for a complete description of this field.*

Judgment Creditor:

Style: Enter judgment creditor information as Styled by the court. This is a multi-line field.
Mailing Address: Enter the judgment creditor's Mailing Address.
Location: Enter the judgment creditor's City, State & Zip. ***Note:*** *If the Mailing Address field contains a complete address (not a post office box) and the Location field contains a complete location (including zip code), clicking the "Location" label will open a new window showing the location of the judgment creditor on an interactive map.*
County: Enter the name of the County in which the judgment creditor resides.
Contact: Enter the name of the individual representing the judgment creditors if there are more than one.

Note: *By default, data from the "Style" field (above) is placed in this field with a space character substituted for each end-of-line character. In other words, if the "Style" field contains:*

Paul P. Popular
and
Paula P. Popular

*"**Paul P. Popular and Paula P. Popular**" will appear in the "Contact" field by default. This will allow the document preparation engine to place judgment creditor information on a single line when it is necessary. This will occur only if the "Contact" field is left blank. It may be changed if desired.*
Phone1: Enter the judgment creditor's Home telephone number.
Phone2: Enter the judgment creditor's Work telephone number, or use this field for an alternate telephone number such as the judgment creditor's cell phone number.
Email: Enter the judgment creditor's Email address.
Attorney: Enter the name of the judgment creditor's Attorney, if any.
Address: Enter the Address of the judgment creditor's Attorney, if any.
Location: Enter the City, State & Zip of the judgment creditor's Attorney, if any.

Judgment Debtor:

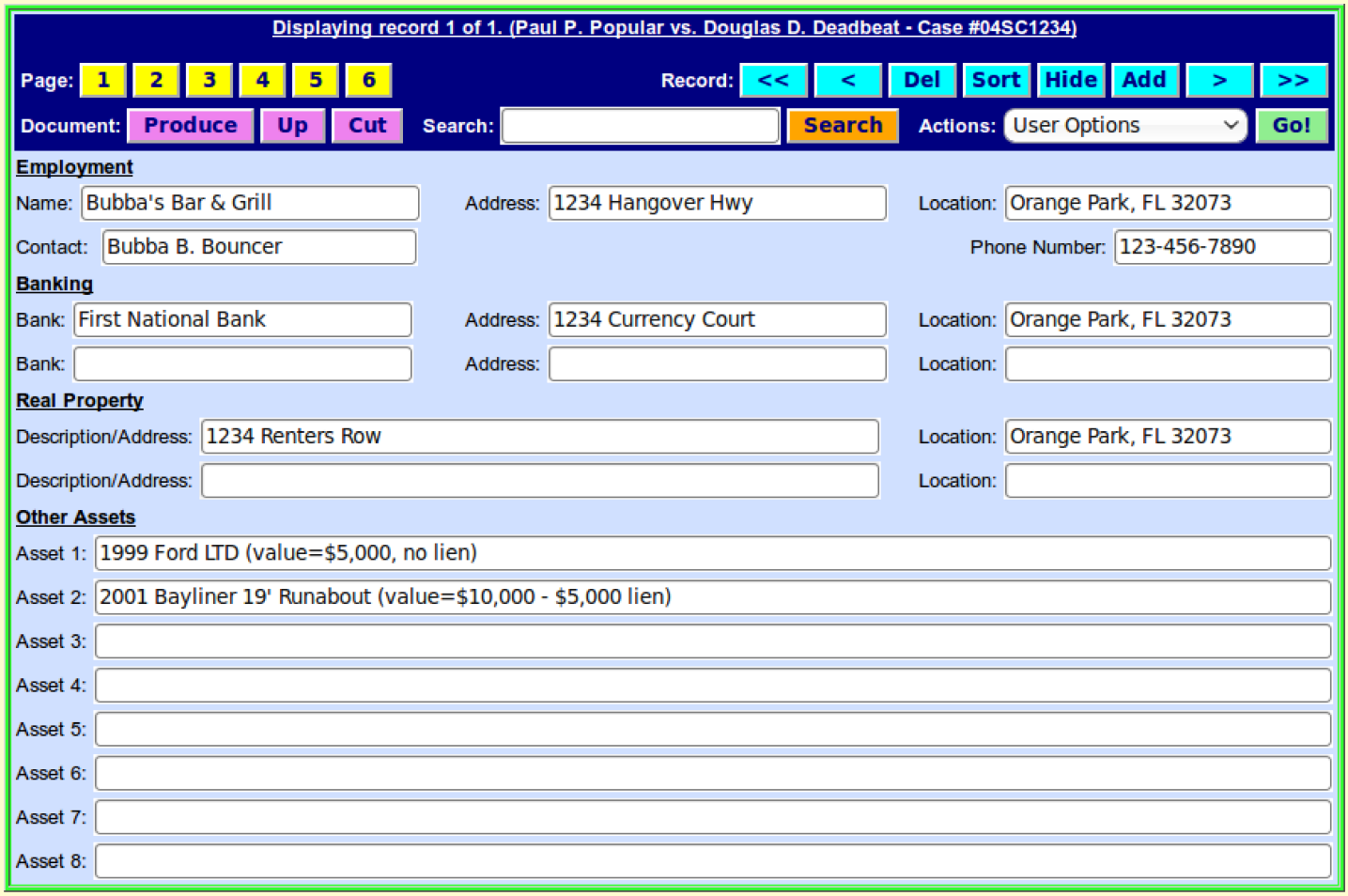
Style: Enter judgment debtor information as Styled by the Court.
Mailing Address: Enter the judgment debtor's Mailing Address.
Location: Enter the judgment debtor's City, State & Zip. ***Note:*** *If the Mailing Address field contains a complete address (not a post office box) and the Location field contains a complete location (including zip code), clicking the "Location" label will open a new window showing the location of the judgment debtor on an interactive map.*
County: Enter the name of the County in which the judgment debtor resides.
Contact: Enter the name of the individual representing the judgment debtors if there are more than one.

Note: *As with the Judgment Creditor "Contact" field, data from the "Style" field is placed in this field with a space character substituted for each end-of-line character.*

Phone1: Enter the judgment debtor's Home telephone number.
Phone2: Enter the judgment debtor's Work telephone number, or use this field for an alternate telephone number such as the judgment debtor's cell phone number.
Email: Enter the judgment debtor's Email address.
Attorney: Enter the name of the judgment debtor's Attorney, if any.
Address: Enter the Address of the judgment debtor's Attorney, if any.
Location: Enter the City, State & Zip of the judgment debtor's Attorney, if any.
SSAN/FEIN: Enter the judgment debtor's Social Security Account Number if an individual, or Federal Employer's Identification Number if a company.
Date of Birth: Enter the judgment debtor's Date of Birth.
D/L Number: Enter the judgment debtor's Drivers License Number.
State of Issue: Select the State where the judgment debtor's Drivers License was issued.
Spouse's Name: Enter the name of the judgment debtor's Spouse.
Spouse's SSAN: Enter the Social Security Account Number of the judgment debtor's Spouse.
Spouse's DOB: Enter the Date of Birth of the judgment debtor's Spouse.

Note: The dark blue bar at the top of the page will turn red if an action is due on a record based on the date entered in the "Action Due On" field. *The red bar is intended to warn you that an action is due. Entering a date later than the current date will cause the color to revert to blue.*

Page 2 (The Asset Page)



Employment:

Name: Enter the Name of the judgment debtor's Employer.
Address: Enter the Address of the judgment debtor's Employer.
Location: Enter the City, State & Zip of the judgment debtor's Employer.
Contact: Enter the name of the individual to Contact at the judgment debtor's place of employment.
Phone Number: Enter the Phone Number of the Contact at the judgment debtor's place of employment.

Banking:

Bank: Enter the Name of the judgment debtor's Bank.
Address: Enter the Address of the judgment debtor's Bank.
Location: Enter the City, State & Zip of the judgment debtor's Bank.
Note: *Fields exist for two banks in case the judgment debtor has an account at more than one bank.*

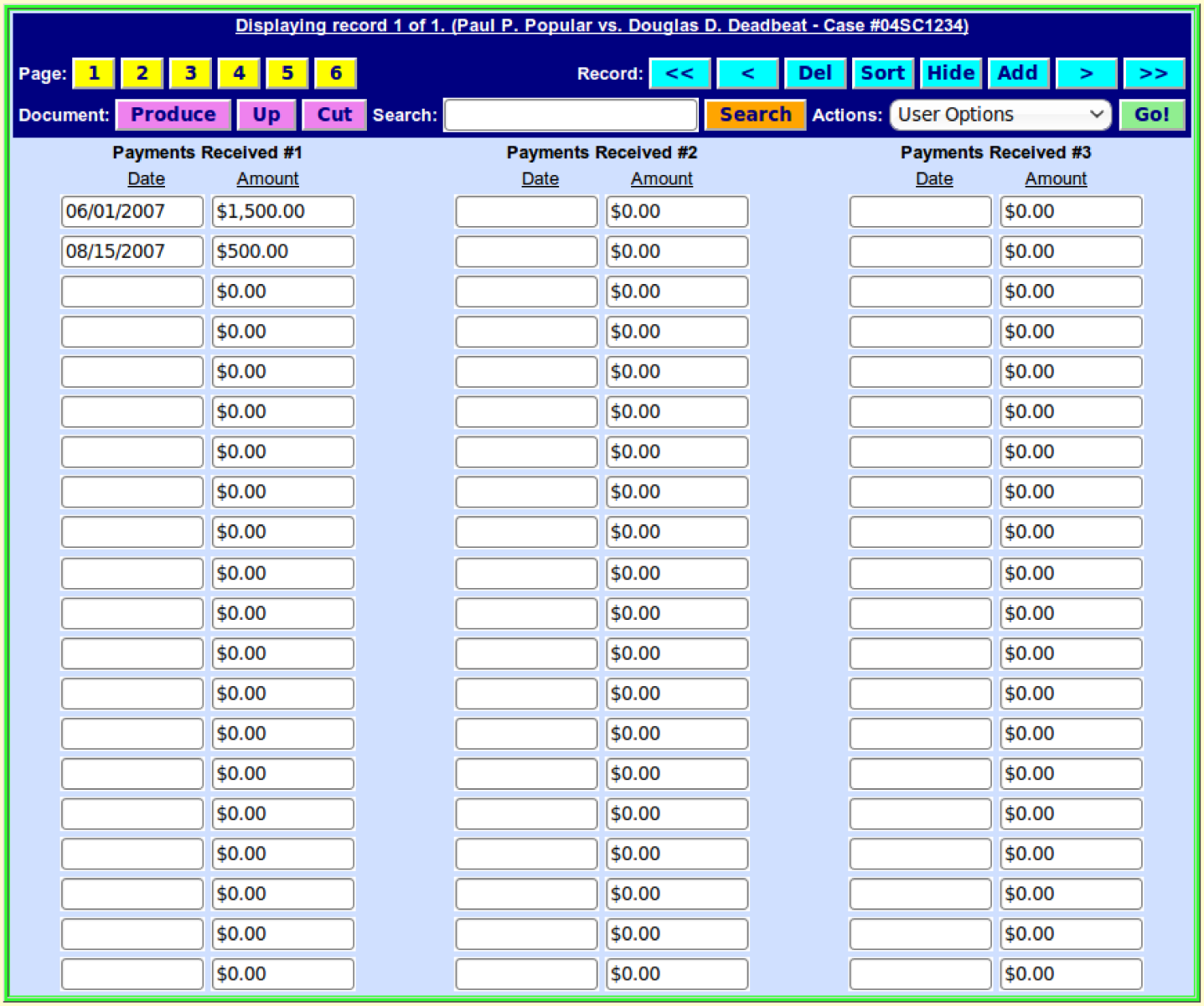
Real Property:

Description/Address: Enter the Property Description and/or Address of any Real Property owned by the judgment debtor.
Location: Enter the City, State & Zip where Real Property belonging to the judgment debtor is located.
Note: *Fields exist for two properties in case the judgment debtor owns more than one.*

Other Assets:

Asset 1 through 8: Enter a description of any other non-exempt assets discovered that belong to the judgment debtor.

Page 3 (The Payments Page)

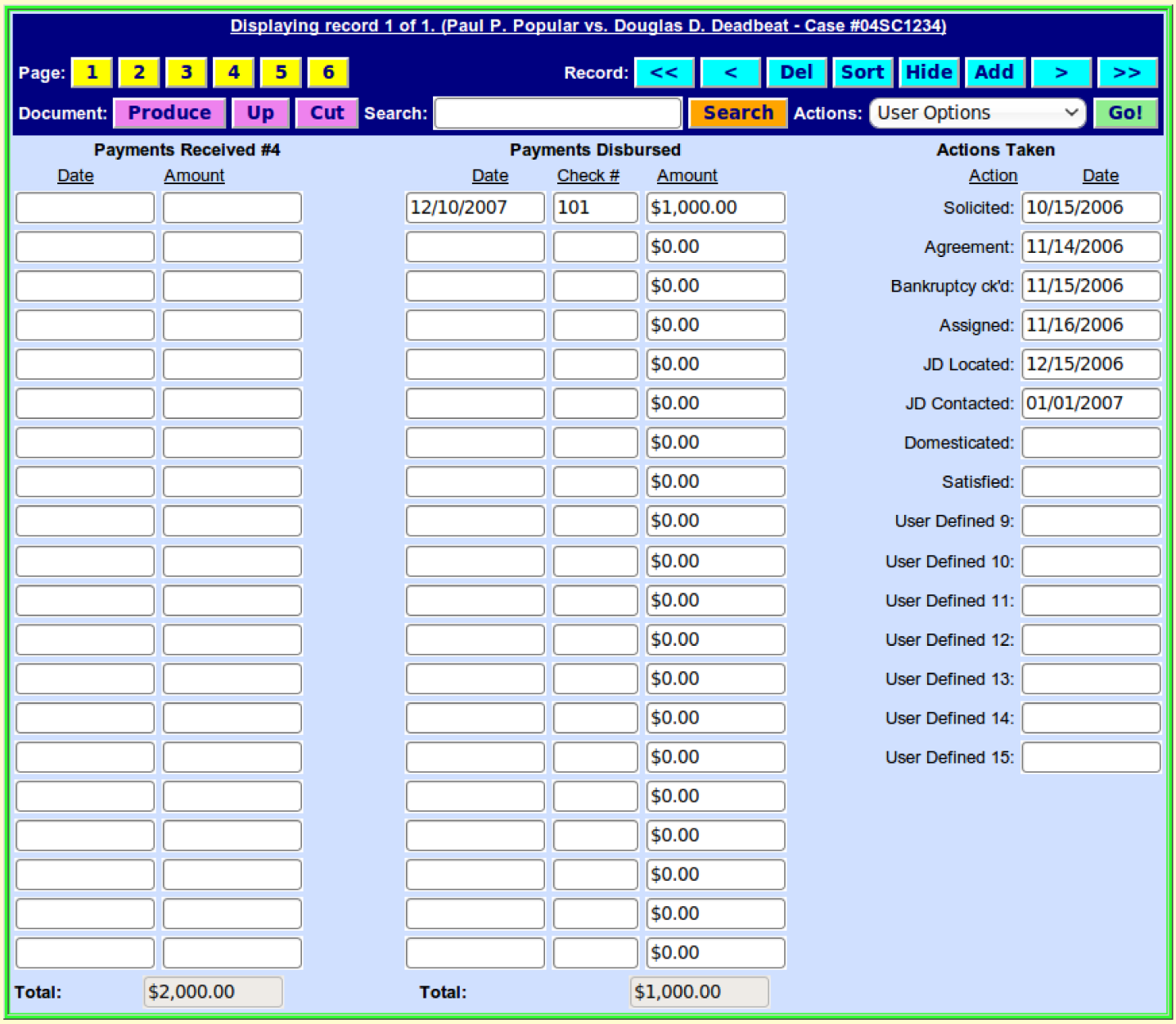

Displaying record 1 of 1. (Paul P. Popular vs. Douglas D. Deadbeat - Case #04SC1234)
Page: 1 2 3 4 5 6
Record: << < Del Sort Hide Add > >>
Document: Produce Up Cut
Search: Search
Actions: User Options Go!
Payments Received #1
Date Amount
06/01/2007 $1,500.00
08/15/2007 $500.00
Payments Received #2
Payments Received #3

Payments Received:

Date/Amount: Enter the Date and Amount of all payments received from the judgment debtor. The earliest payment must be entered in the first fields of column #1 and later payments in the order they were received. When column #1 has been filled, enter data in column #2 and column #3.

Important! The dates and amounts of all payments received are used to compute post-judgment interest and total value. It is imperative that all dates and amounts be entered correctly. *See the topic on "Program Calculations" for a detailed discussion on the calculation of post-judgment interest after a partial payment.*

Page 4 (The Actions Page)



Payments Received (column #4):

Enter data in this column only after columns #1, #2, & #3 on page 3 have been completely filled. The total at the bottom of this column will be the sum of all values entered in all four payments received columns on both page 3 and page 4.

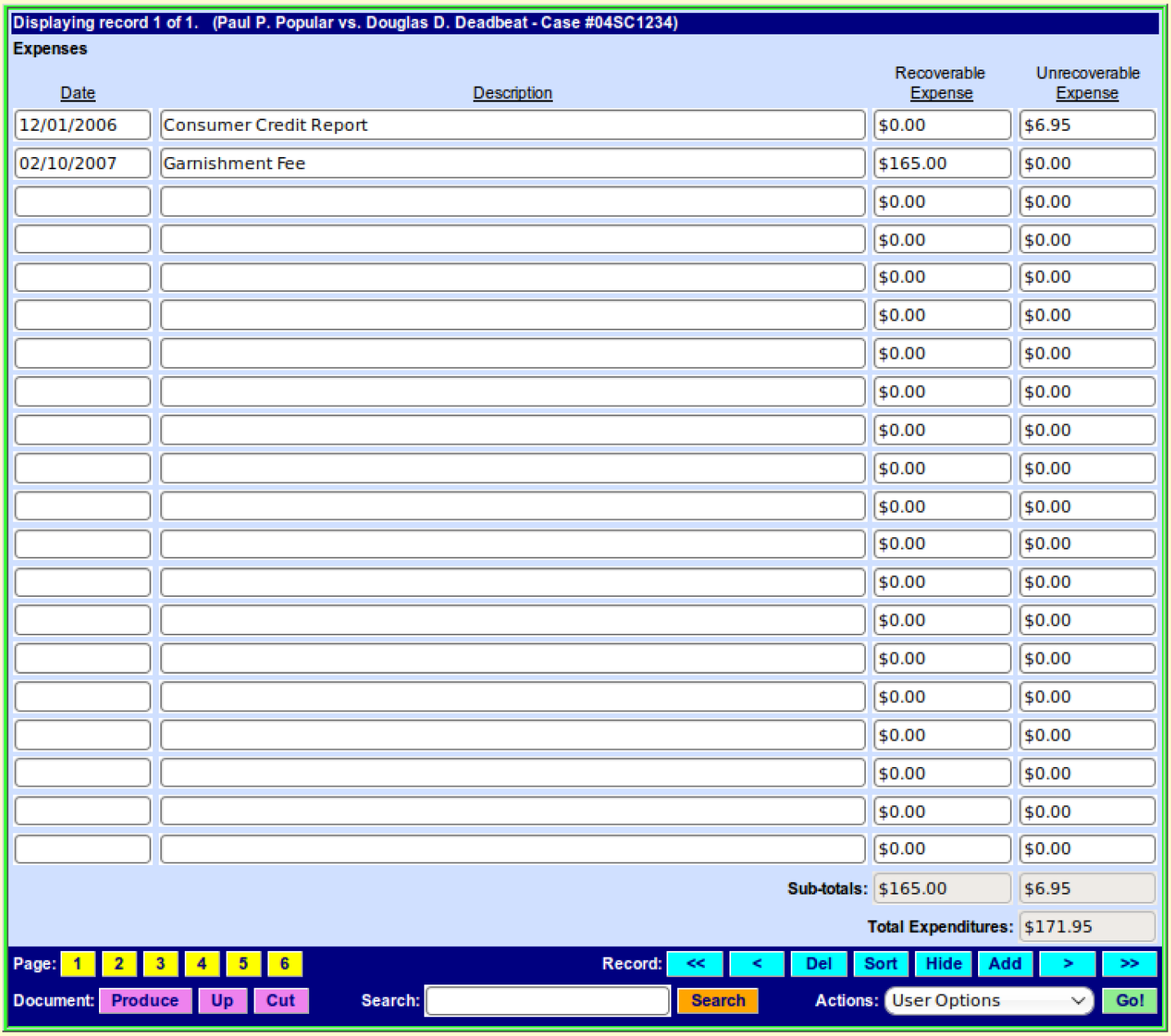
Payments Disbursed:

Date/Check #/Amount: Enter the Date, Check number, and Amount of all payments disbursed to the judgment creditor. Payments will be automatically totaled in the appropriate field.

Actions Taken:

(User Defined Fields): These fields are all date fields. They may be defined by the user in the "Modify Company Information" dialog and used for any purpose desired.

Page 5 (The Expenses Page)



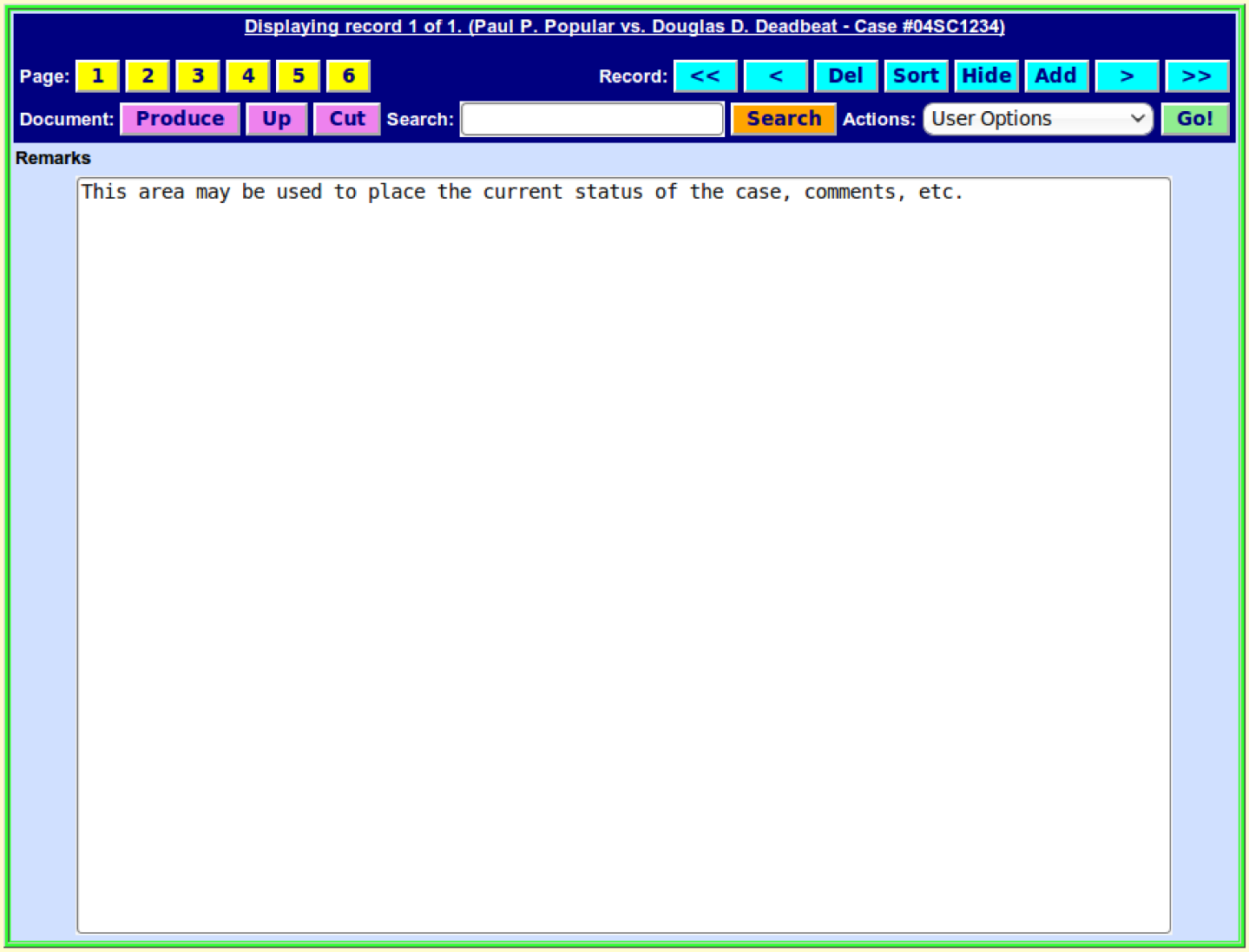
Expenses:

Expenses entered on this page are post-judgment expenses, incurred after the judgment was awarded. Note that there are two columns for entering the amount of each expense – a "Recoverable Expense" column and an "Unrecoverable Expense" column. For each expense incurred, enter the date, a description of the expense, and the amount. If the expense is "recoverable" (as approved by the Court), enter it in the first amount column. An example of a recoverable expense would be a garnishment fee. If the fee is "unrecoverable", enter it in the second column. An example of an unrecoverable expense may be the cost of a consumer credit report. Both

columns will automatically be totaled and displayed in the “Sub-totals” fields, and the total of all expenses in the “Total Expenditures” field. The “Total Expenditures” field is a “read only” field.

How recoverable expenses are handled by the program will depend on whether or not court costs are included in the calculation of post-judgment interest for your state, as determined by your selection in “User Options” (see page 9). If recoverable expenses do accrue post-judgment interest, each recoverable expense will be added to the judgment principal on the date the expense was incurred for the purpose of post-judgment interest calculation. If post-judgment interest does not accrue on recoverable expenses (court costs), the total of recoverable expenses will simply be added to the total judgment value after post-judgment interest is calculated.

Page 6 (The Remarks Page)


Displaying record 1 of 1. (Paul P. Popular vs. Douglas D. Deadbeat - Case #04SC1234)
Page: 1 2 3 4 5 6
Record: << < Del Sort Hide Add > >>
Document: Produce Up Cut Search: Search Actions: User Options Go!
Remarks
This area may be used to place the current status of the case, comments, etc.

Remarks: The “Remarks Page” is where you may enter case history, comments, and remarks concerning the case in a large text area.

Program Calculations

Before a record is displayed, the program will recalculate all values contained in the record. It will total all fields found on the “Payment”, “Actions” and “Expense” pages and enter the sum in the appropriate fields. It will also calculate the amount of post-judgment interest and current value of the judgment as follows:

Post-judgment Interest Calculations:

In order to correctly calculate post-judgment interest the program must know the name of the state in which the judgment was awarded; the award date; the amount of the judgment; the amounts of court costs, attorney fees, and pre-judgment interest (if any); and the dates and amounts of all payments received. It first determines the proper interest rate and method of calculation based on the date the judgment was awarded, the amount of the judgment, and the state in which the judgment was awarded. It then calculates simple or compound post-judgment interest as appropriate.

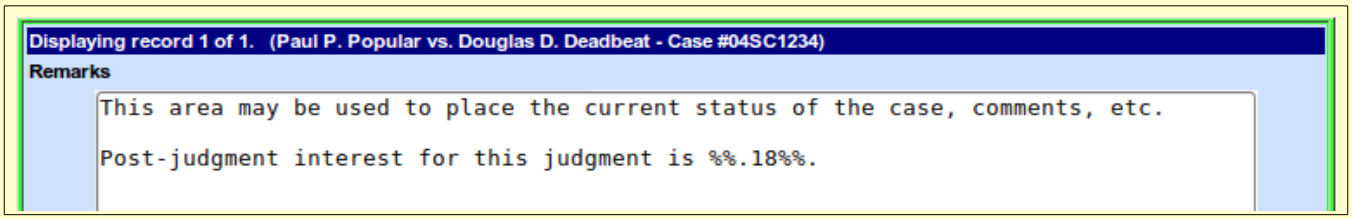
When a payment is received, the program first deducts the payment from the amount of accumulated interest and any balance from the judgment principle. This is why it is so important that the dates entered in the "Payments Received" columns on pages 3 and 4 are formatted correctly and entered in the proper order. If the program finds that any of the payments were entered out of order, it will automatically attempt to put them in the proper sequence before completing the computations.

Once post-judgment interest calculations are complete, costs not included in post-judgment interest calculations (if any) are added, resulting in the current judgment value.

Notes: (1) There is no statutory post-judgment interest rate for the State of Mississippi. The correct rate is determined by the contract or judge. A post-judgment interest rate of 8% is arbitrarily assigned by the system. Use "Interest Override" (discussed next) to insert the correct interest rate. (2) Post-judgment interest rates are updated weekly to ensure they are always correct.

Overriding the Default Interest Rate

Because the court may specify a post-judgment interest rate that is different from the state's statutory post-judgment interest rate, a method has been incorporated to override the statutory rate. This is accomplished by placing the correct interest rate somewhere on the Remarks Page in decimal form, enclosed with two percent signs "%%". In other words, to have the program calculate post-judgment interest at 15% rather than the statutory rate, you would place **%%.15%%** somewhere on the Remarks Page. Before calculating post-judgment interest, the program examines the Remarks Page and looks for a decimal figure enclosed in double percent signs. If it is found, that rate is used as the basis for post-judgment interest calculations. **Caution:** The interest rate **must** be entered in decimal form. Eighteen percent cannot be entered as "18%", it must be entered as ".18". The correct entry would be "**%%.18%%**" as follows:

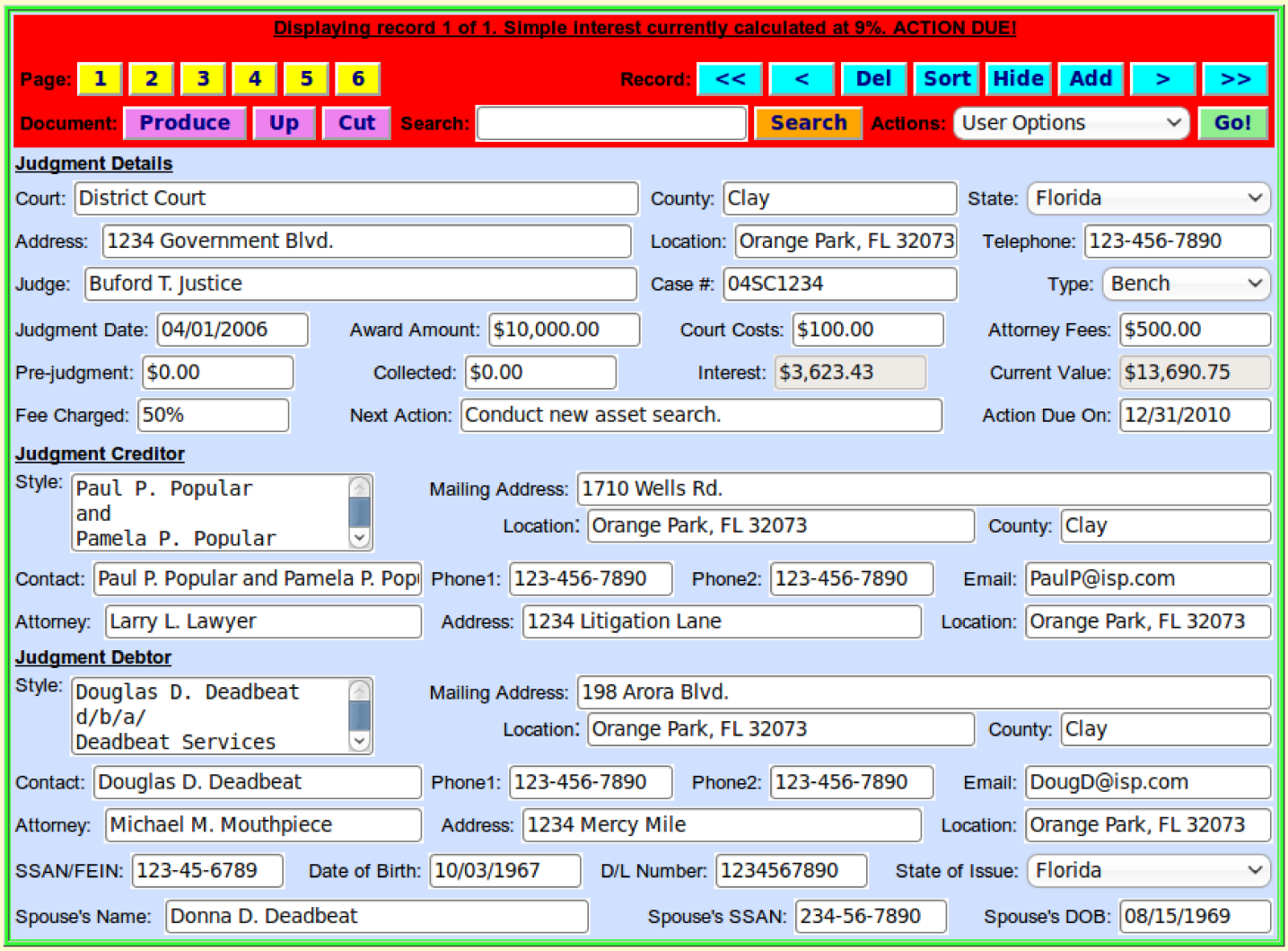

Displaying record 1 of 1. (Paul P. Popular vs. Douglas D. Deadbeat - Case #04SC1234)
Remarks
This area may be used to place the current status of the case, comments, etc.
Post-judgment interest for this judgment is %%.18%%.

To completely disable the calculation of post-judgment interest so that it is not calculated at all, you may enter "**%%none%%**" on the Remarks page. When the program encounters the word "none" enclosed in double percent signs, it will completely bypass the calculation of post-judgment interest and the displayed rate will be 0%.

Action Alert

Each time a record is viewed the program automatically runs two important tests. It first checks to see if the judgment is nearing expiration based on the state's statute of limitations, then it checks to see if any action is due or past due. It checks for action due by examining the date in the "Action Due On" field. If the current date

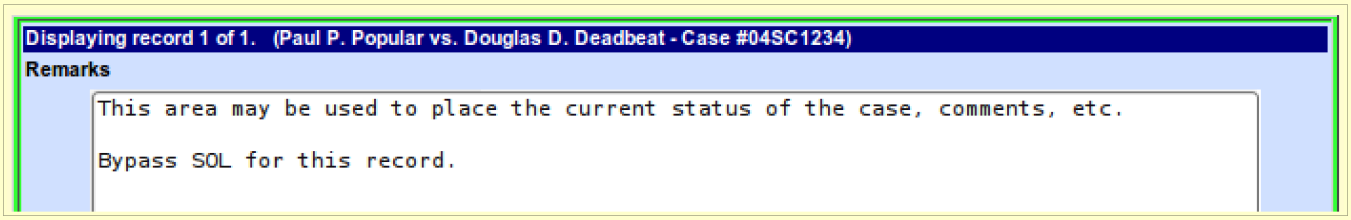
is equal to or later than the date entered in this field, the program will notify you by changing the color of the dark blue bar at the top of the page from dark blue to bright red as follows:



Anytime you see red at the top of the page you are being alerted by the program. In order to change the red bar back to dark blue you will have to signify that you have taken action by either changing (or removing) the "Action Due Date" or overriding the SOL Alert as next described.

Overriding the SOL Alert

To override the SOL (Statute of Limitations) alert, place "Bypass SOL" somewhere in the "Remarks" field on page 6. The Statute of Limitations will then be ignored for that record:


Displaying record 1 of 1. (Paul P. Popular vs. Douglas D. Deadbeat - Case #04SC1234)
Remarks
This area may be used to place the current status of the case, comments, etc.
Bypass SOL for this record.

Document Preparation

All documents are in "RTF" format (Rich Text Format) and are stored in a special protected area that cannot be accessed by other users. When the program loads a document file, it looks for certain keywords to replace with data from the record being viewed. For example, if the program encounters the keyword "$field[10]" in the document, it will replace it with the judgment award amount found in the current record being displayed. If the award amount is $1,234.56 and the program encounters the line "The amount of the original award was $field[10]." the program will substitute "The amount of the original award was $1,234.56." When all substitutions have been made, you will be asked if you would like to open the modified document in your word processor or save it on your computer.

"WordPad" or just about any word processor can be used to produce your documents including "Open Office" and "MS-Word." MS-Word is **not** recommended because it introduces proprietary data into newly created documents that can cause errors. "Open Office" is not only a superior word processor to "MS-Word" but it is free and highly recommended. Even WordPad is superior to MS-Word for creating or modifying RTF documents. Whatever word processor you choose to manipulate your documents – it should be "associated" with RTF files. In other words, when your computer encounters an RTF document, it should automatically be opened in your chosen word processor. *Read more about "associating" file types later in this text.*

WARNING: When producing documents, do not attempt to view more than one document at a time. Close your word processor program before attempting to produce another document. Failure to do so may result in an error.

New Documents

To create a new document, simply use your word processor to create the document and insert the appropriate keyword at the proper location. Every single field in the Case Management Database can be inserted into a document. All keywords, with a few exceptions, consist of a dollar sign followed by the word "field" with the field number enclosed in brackets. Example: **$field[102]**. Finally, save the document in RTF format and upload it to your database. (Uploading a new document is discussed later in this text.)

The default documents that were installed with your database are configured as follows:

> Documents and letters have top & bottom margins of .75 inch and left & right margins of 1 inch.
> Envelopes have margins of .5 inch and are configured in "landscape" orientation.

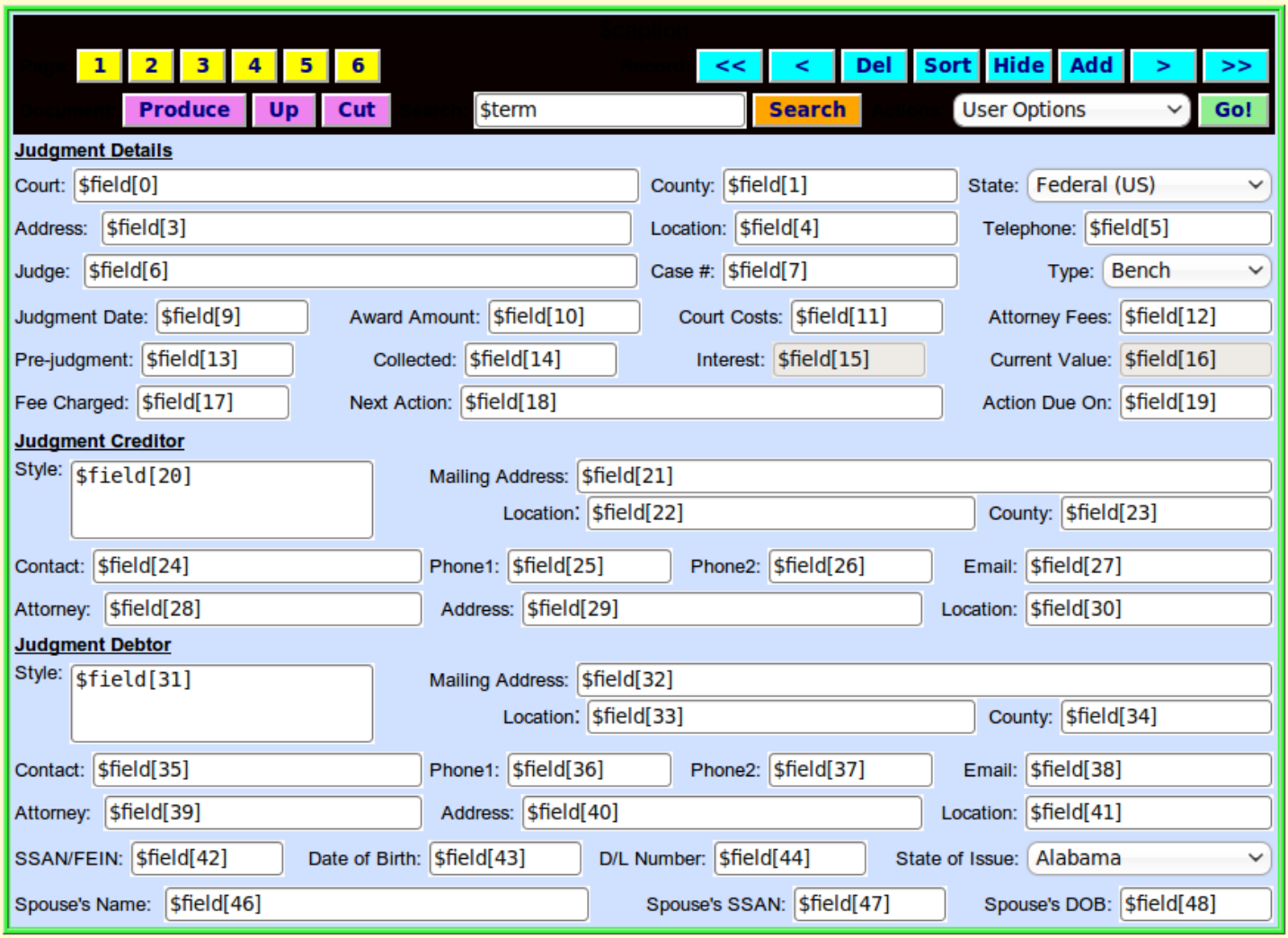
Modify Documents

To modify an existing document, click the violet "Produce" document and select the document you wish to modify. Save (do not open) the document on your computer. The file will be saved as "document.rtf". Open document.rtf using your word processor and insert keywords as you would with a new document. Your modified document may then be saved and uploaded to the server as explained in the "Upload Document" section. Remember to change the name of the modified document from "document.rtf" to the name you wish to use for identification.

For easy modification of the default documents that came with your Online Office Center, you may download a compressed (ZIP) file containing all default documents at **http://NationalJudgment.Net/offdocs.zip**.

The easiest way to show you the "keywords" that are assigned to each field, is to display each of the pages with the keyword and field number inserted into its respective field:

Page 1 Keywords



The “State” field (keyword) found in the “Judgment Details” area is **$field[2]**
The “Type” field (keyword) found in the “Judgment Details” area is **$field[8]**
The “State of Issue” field (keyword) found in the “Judgment Debtor” area is **$field[45]**

Page 2 Keywords

1 2 3 4 5 6 << < Del Sort Hide Add > >>

Produce Up Cut $term Search User Options Go!

Employment

Name: $field[49] Address: $field[50] Location: $field[51]

Contact: $field[52] Phone Number: $field[53]

Banking

Bank: $field[54] Address: $field[55] Location: $field[56]

Bank: $field[57] Address: $field[58] Location: $field[59]

Real Property

Description/Address: $field[60] Location: $field[61]

Description/Address: $field[62] Location: $field[63]

Other Assets

Asset 1: $field[64]

Asset 2: $field[65]

Asset 3: $field[66]

Asset 4: $field[67]

Asset 5: $field[68]

Asset 6: $field[69]

Asset 7: $field[70]

Asset 8: $field[71]

Page 3 Keywords

1 2 3 4 5 6 << < Del Sort Hide Add > >>

Produce Up Cut $term Search User Options Go!

Payments Received #1		Payments Received #2		Payments Received #3	
Date	Amount	Date	Amount	Date	Amount
$field[211]	$field[212]	$field[251]	$field[252]	$field[291]	$field[292]
$field[213]	$field[214]	$field[253]	$field[254]	$field[293]	$field[294]
$field[215]	$field[216]	$field[255]	$field[256]	$field[295]	$field[296]
$field[217]	$field[218]	$field[257]	$field[258]	$field[297]	$field[298]
$field[219]	$field[220]	$field[259]	$field[260]	$field[299]	$field[300]
$field[221]	$field[222]	$field[261]	$field[262]	$field[301]	$field[302]
$field[223]	$field[224]	$field[263]	$field[264]	$field[303]	$field[304]
$field[225]	$field[226]	$field[265]	$field[266]	$field[305]	$field[306]
$field[227]	$field[228]	$field[267]	$field[268]	$field[307]	$field[308]
$field[229]	$field[230]	$field[269]	$field[270]	$field[309]	$field[310]
$field[231]	$field[232]	$field[271]	$field[272]	$field[311]	$field[312]
$field[233]	$field[234]	$field[273]	$field[274]	$field[313]	$field[314]
$field[235]	$field[236]	$field[275]	$field[276]	$field[315]	$field[316]
$field[237]	$field[238]	$field[277]	$field[278]	$field[317]	$field[318]
$field[239]	$field[240]	$field[279]	$field[280]	$field[319]	$field[320]
$field[241]	$field[242]	$field[281]	$field[282]	$field[321]	$field[322]
$field[243]	$field[244]	$field[283]	$field[284]	$field[323]	$field[324]
$field[245]	$field[246]	$field[285]	$field[286]	$field[325]	$field[326]
$field[247]	$field[248]	$field[287]	$field[288]	$field[327]	$field[328]
$field[249]	$field[250]	$field[289]	$field[290]	$field[329]	$field[330]

Page 4 Keywords

1 2 3 4 5 6 << < Del Sort Hide Add > >>

Produce Up Cut $term Search User Options Go!

Payments Received #4		Payments Disbursed			Actions Taken	
Date	Amount	Date	Check #	Amount	Action	Date
$field[331]	$field[332]	$field[73]	$field[74	$field[75]	$userfield1:	$field[134]
$field[333]	$field[334]	$field[76]	$field[77	$field[78]	$userfield2:	$field[135]
$field[335]	$field[336]	$field[79]	$field[80	$field[81]	$userfield3:	$field[136]
$field[337]	$field[338]	$field[82]	$field[83	$field[84]	$userfield4:	$field[137]
$field[339]	$field[340]	$field[85]	$field[86	$field[87]	$userfield5:	$field[138]
$field[341]	$field[342]	$field[88]	$field[89	$field[90]	$userfield6:	$field[139]
$field[343]	$field[344]	$field[91]	$field[92	$field[93]	$userfield7:	$field[140]
$field[345]	$field[346]	$field[94]	$field[95	$field[96]	$userfield8:	$field[141]
$field[347]	$field[348]	$field[97]	$field[98	$field[99]	$userfield9:	$field[142]
$field[349]	$field[350]	$field[100]	$field[10	$field[102]	$userfield10:	$field[143]
$field[351]	$field[352]	$field[103]	$field[10	$field[105]	$userfield11:	$field[144]
$field[353]	$field[354]	$field[106]	$field[10	$field[108]	$userfield12:	$field[145]
$field[355]	$field[356]	$field[109]	$field[11	$field[111]	$userfield13:	$field[146]
$field[357]	$field[358]	$field[112]	$field[11	$field[114]	$userfield14:	$field[147]
$field[359]	$field[360]	$field[115]	$field[11	$field[117]	$userfield15:	$field[148]
$field[361]	$field[362]	$field[118]	$field[11	$field[120]		
$field[363]	$field[364]	$field[121]	$field[12	$field[123]		
$field[365]	$field[366]	$field[124]	$field[12	$field[126]		
$field[367]	$field[368]	$field[127]	$field[12	$field[129]		
$field[369]	$field[370]	$field[130]	$field[13	$field[132]		
Total:	$field[72]	**Total:**		$field[133]		

Page 5 Keywords

1 2 3 4 5 6 << < Del Sort Hide Add > >>

Produce Up Cut $term Search User Options Go!

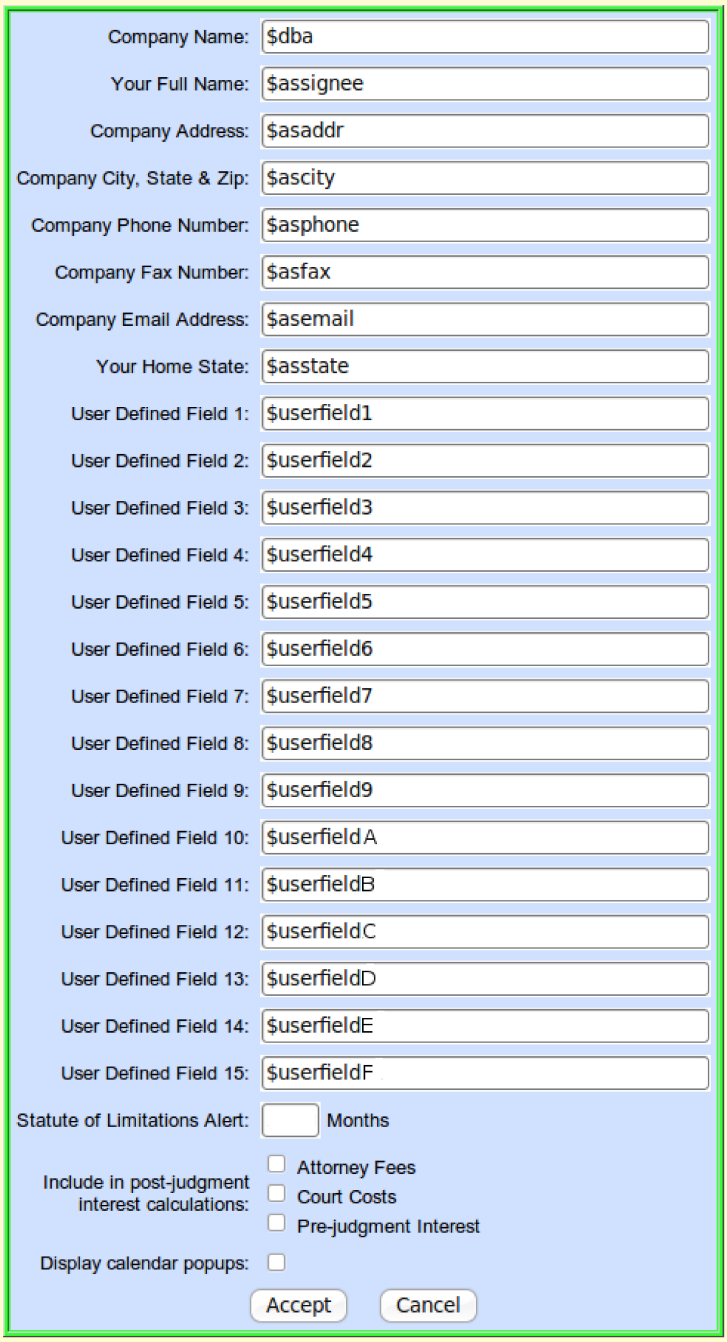
Expenses

Date	Description	Recoverable Expense	Unrecoverable Expense
$field[149]	$field[150]	$field[151]	$field[371]
$field[152]	$field[153]	$field[154]	$field[372]
$field[155]	$field[156]	$field[157]	$field[373]
$field[158]	$field[159]	$field[160]	$field[374]
$field[161]	$field[162]	$field[163]	$field[375]
$field[164]	$field[165]	$field[166]	$field[376]
$field[167]	$field[168]	$field[169]	$field[377]
$field[170]	$field[171]	$field[172]	$field[378]
$field[173]	$field[174]	$field[175]	$field[379]
$field[176]	$field[177]	$field[178]	$field[380]
$field[179]	$field[180]	$field[181]	$field[381]
$field[182]	$field[183]	$field[184]	$field[382]
$field[185]	$field[186]	$field[187]	$field[383]
$field[188]	$field[189]	$field[190]	$field[384]
$field[191]	$field[192]	$field[193]	$field[385]
$field[194]	$field[195]	$field[196]	$field[386]
$field[197]	$field[198]	$field[199]	$field[387]
$field[200]	$field[201]	$field[202]	$field[388]
$field[203]	$field[204]	$field[205]	$field[389]
$field[206]	$field[207]	$field[208]	$field[390]
	Sub-totals:	$field[209]	$field[391]
	Total Expenditures:		$field[392]

Page 6 Keywords

“Company Information” keywords have a different format. They are as follows:

Company Information Keywords


Company Name: $dba
Your Full Name: $assignee
Company Address: $asaddr
Company City, State & Zip: $ascity
Company Phone Number: $asphone
Company Fax Number: $asfax
Company Email Address: $asemail
Your Home State: $asstate
User Defined Field 1: $userfield1
User Defined Field 2: $userfield2
User Defined Field 3: $userfield3
User Defined Field 4: $userfield4
User Defined Field 5: $userfield5
User Defined Field 6: $userfield6
User Defined Field 7: $userfield7
User Defined Field 8: $userfield8
User Defined Field 9: $userfield9
User Defined Field 10: $userfieldA
User Defined Field 11: $userfieldB
User Defined Field 12: $userfieldC
User Defined Field 13: $userfieldD
User Defined Field 14: $userfieldE
User Defined Field 15: $userfieldF
Statute of Limitations Alert: Months
Include in post-judgment interest calculations:
Attorney Fees
Court Costs
Pre-judgment Interest
Display calendar popups:
Accept
Cancel

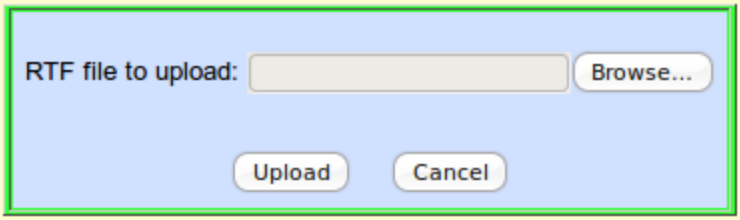
A few additional keyword that may be used in your documents are:

$today -- displays the current date in long form, such as January 1, 2007.
$rate -- displays the current post-judgment interest rate to which the judgment is subject.
$pct -- displays the percentage of the judgment received by the judgment creditor. (It is 100%, minus the amount of your fee in field[17].)
Once you have created your custom document using your word processor program, and after substituting keywords where necessary, it must be saved to your computer in RTF format. Give the document an appropriate name. For example, “Letter to Employer.rtf”. You may use only alphanumeric characters, spaces, the dash “-” character, and parentheses “( )”.

Upload Document

The reason this discussion on uploading documents was put off until this point was to give you an opportunity to learn about keywords and how to actually produce custom documents.

To upload your new document to the database, click the violet "Up" button next to "Documents:" Doing so will display the following dialog:

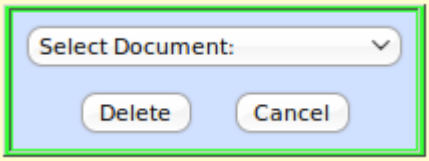


Click the "Browse" button to locate the document you wish to upload followed by the "Upload" button to upload it to the server, or click the "Cancel" button to cancel the operation and return to the last record viewed. *Your document must have a "RTF" extension.*

WARNING: Use as few characters as possible to name your document. A long document name will distort the "Produce Document" drop-down menu. It is suggested that you use all capital letters for reports and mixed letters for documents so they are easily identified.

Cut (Delete) Document

Documents are cut (deleted) in the same manner that they are uploaded. Click the violet "Cut" button next to "Documents:" and the below dialog will be displayed asking which document you wish to delete.



Select the document you wish to delete from the drop-down and click the "Delete" button, or click the "Cancel" button to cancel the operation and return to the last record displayed.

File Association

When you double-click a file on your computer to open it, Windows examines the file name extension (the three letters following the dot in the file name). If Windows recognizes the file name extension, it opens the file in the program that is associated with that extension. You can even change the program that is associated with recognized file name extensions so that Windows automatically opens all files that have the extension in the associated program.

First, you must be able to see the file name extensions of your files in Windows Explorer. If you cannot see the file name extensions in Windows Explorer or My Computer, click "Folder Options" on the "Tools" menu then click the "View" tab. In the "Advanced settings" box, deselect the "Hide extensions for known file types" check box followed by "OK".

To associate a program, open Windows Explorer by right-clicking the "Start" button, and then click "Explore". Find a folder that contains a file of the type that you want Windows to associate and right-click the file. Next, click "Open With" and choose the program you wish to associate. Check the "Always use the selected program to open this kind of file" check box, and click "OK". All files of that type (with that extension) will now automatically be opened in the program you selected.

Resolution/Configuration

The NJN Case Management Database is optimized for the latest version of Firefox and Internet Explorer. Other browsers may or may not display windows symmetrically. Frames (or iFrames), Javascript, and Cookies **must** be enabled in your browser. The Case Management Database is best viewed at a screen resolution of 1024 x 768 or higher. A screen resolution of less than 800 x 600 is not recommended.

Changing Resolution:

Click "Start/Settings/Control Panel" and double-click "Display". Click the "Settings" tab and adjust your Screen Resolution to 1024 x 768.

Browser Configuration:

Visit **www.NationalJudgment.Net/browser.php** for information on correctly configuring your Internet Browser.

Firewall:

There is also the possibility that your firewall will interfere with program operation making it necessary to create a firewall "exception" for the NJN Online Office Center. If you experience problems with the database, try temporarily disabling your firewall to see if that is causing the problem. If so, read the documentation on your firewall for information on creating an "exception."

Frequently Asked Questions

How often are post-judgment interest rates updated?
All interest rates are revised the day they are published. Interest rates will always be current for all jurisdictions.

Can the database be accessed by more than one work-station at the same time?
Yes, but there is always the possibility that both users will be working on the same record, which would result in the possibility of the record not being updated.

Why can't I use Microsoft Word as my word processor program?
You can use it to produce documents, but we don't recommend using it to create new documents or modify existing ones. The reason is that MS-Word inserts proprietary characters into the RTF code which makes the document incompatible with other word processor programs. “Open Office” available free from www.OpenOffice.org is a highly recommended replacement for “MS-Office”.

What happened to the “Backup Data” function?
Since data is automatically backed up on a remote (different) server each night, the “Backup Data” function was removed to prevent users from accidentally overwriting their backup file. Data from the previous day can still be restored using the “Restore Data” function.

How can I backup data locally on my computer?
Your data file can be backed up on your computer using the “Export Data” function, which is always a good idea. Periodically storing your data file locally is just one more safety measure. It will allow you to use the “Import Data” function to restore your data file should you find that you inadvertently removed one or more records two or three days ago.

Can I order and use more than one Online Office Center?
NJN members may have up to three Online Office Centers but they cannot be on the same server. We maintain three separate servers. If you would like to register a second Online Office Center, please contact us so we can ensure it is placed on a different server.

Revised: 03/04/2012